

# Divine Word College

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**2010 - 2013**

## **CATALOG**

*Educating Tomorrow's Missionaries*

**A Roman Catholic College Seminary  
owned and operated  
by the  
Society of the Divine Word**



*Updated July, 2011*

**EPWORTH, IOWA 52045-0380**

# **ACCREDITATION, AFFILIATION, AND AUTHORIZATION**

**The College is accredited or affiliated with the following organizations:**

- The Higher Learning Commission of the North Central Association of Colleges and Schools (Address: 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1413; Phone (312) 263-0456 and (800) 621-7440)
- Association of Governing Boards of Universities and Colleges (AGB)
- American Association for Higher Education (AAHE)
- Association of American Colleges and Universities (AACU)
- American Council on Education (ACE)
- Association of Catholic Colleges and Universities (ACCU)
- Catholic Higher Education Research Cooperative
- National Association of College and University Business Officers (NACUBO)

**The College is:**

- Incorporated by the State of Iowa as an institution of higher education empowered to grant degrees and academic honors
- Approved under the Bureau of Citizenship and Immigration Service as a school for attendance by non-immigrant students.

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# *General* INFORMATION



### Our Mission

Divine Word College, a Roman Catholic seminary in the tradition of the Society of the Divine Word, educates men and women for missionary service as priests, brothers, sisters, and laypersons. For this purpose, we offer an education that combines spiritual formation, a liberal arts curriculum, language learning, and mission preparation within an environment that teaches and honors the rich cultural diversity of the world. This spiritual, academic, and experiential preparation serves the particular learning needs of our students, promotes their development as whole and responsible persons, and fosters a lifelong commitment to serving God's people.

Đại Học Ngôi Lời, một Đại Chung Viện Công Giáo theo truyền thống Dòng Truyền Giáo Ngôi Lời đào tạo các bạn nam và nữ cho sứ vụ truyền giáo trong cương vị Linh Mục, Sư Huynh, Nữ Tu, và Giáo Dân. Với mục đích này, chúng tôi cung cấp một chương trình giáo dục bao gồm Khoa Tu Đức, Khoa Nhân Văn, Ngôn Ngữ và Truyền Giáo Học trong một môi trường nhằm truyền đạt và đề cao nét da dạng phong phú của các sắc tộc trên thế giới. Chương trình đào tạo tu đức, học vấn và kinh nghiệm này nhằm đáp ứng những nhu cầu học hỏi đặc thù của các sinh viên và đề cử võ việc phát triển thành một con người toàn diện và có tinh thần trách nhiệm, đồng thời nuôi dưỡng lòng quyết tâm dẫn thân suốt đời phục vụ Dân Chúa.

Divine Word College, un seminario Católico Romano en la tradición de la Sociedad del Verbo Divino, educa hombres y mujeres para servir como sacerdotes, hermanos religiosos, hermanas religiosas y laicos. Con este propósito, ofrecemos una educación que combina la formación espiritual, el currículo en artes liberales, la enseñanza de idiomas y la preparación para el servicio misionero dentro de un ambiente que enseña y honra la variada riqueza cultural del mundo. Esta preparación espiritual, académica y experimental sirve las necesidades educativas particulares de nuestros alumnos, ayuda a su desarrollo como individuos completos y responsables, y promueve la entrega total al servicio del pueblo de Dios.

圣言学院是一所因着圣言会传统精神的天主教修道院，旨在培育有志献身于福传事业的青年，其主要对象为司铎、修士、修女及平信徒。为此目标，本学院基于尊崇世界多元性的特色，为提供一个丰富多元文化的学习环境，设有神修陶成，文学教育，语言学习，及宗徒使命的培训。基于此，为帮助不同对象在神修、学术和实践方面做准备，以满足学生特定的需要。并促进他们完整和负责任的人格成，与塑造他们终身服务天主子民的献身精神。

Le Collège du Verbe Divin, un séminaire catholique dans la tradition de la Société du Verbe Divin, prépare les hommes et les femmes au service missionnaire en tant que prêtres, frères, sœurs, et laïcs. À cette fin, nous proposons un cursus comprenant à la fois une formation spirituelle, un programme d'études des arts libéraux, l'apprentissage de plusieurs langues, et la préparation de mission dans un environnement qui enseigne et cultive le respect de la riche diversité culturelle du monde. Cette préparation spirituelle, académique et empirique répond aux besoins spécifiques de nos étudiant(e)s, encourage leur développement humain intégral en tant que personnes responsables, et promeut un engagement à vie au service du peuple de Dieu.

### Core Beliefs of the Society of the Divine Word

- The Church is missionary by its very nature.
- God calls some to give special witness to the Church's missionary mandate.
- The missionary charism of the Society of the Divine Word, its history, heritage and hopes, is a significant contribution to the Church's missionary outreach.
- Service to the local churches through ministry demands the proper education and spiritual formation of future missionaries.

### Core Values of Divine Word College

- **Diversity** – Student recruitment efforts, the cross-cultural studies major, the spiritual formation program, co-curricular activities, and the international teaching experience of the faculty foster and support cultural diversity at Divine Word College. Students, faculty, staff, and friends of the College grow in cross-cultural community, reflecting the strong international mission of the Society of the Divine Word.
- **Opportunity** – A program of generous scholarship assistance, the Intensive English Language Institute, a low teacher-student ratio, and other academic supports meet the learning needs of Divine Word College students, especially those from immigrant and refugee communities. This commitment of College resources

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demonstrates an historic interest of the Society of the Divine Word in the United States in enabling the marginalized to assume their rightful place within the Church.

- **Community** – Active involvement by members of the Society of the Divine Word in the life of the College, the organization of students into small faith communities, the Friends Across Nations program, and the interdependence among departments and personnel foster a close-knit community at Divine Word College. College personnel in community portray the determination of the priests and brothers of the Society of the Divine Word to build community among themselves, their collaborators, and those whom they seek to serve.
- **Spiritual Growth** – An integrated program of spiritual direction, group retreats, daily, and special liturgies, and regular prayer opportunities support Divine Word College students, faculty, staff, and friends in the discernment of their call to follow Jesus Christ. While pursued within community, spiritual growth is highly and intensely personal.
- **Service** – Outreach to the elderly at area nursing homes, to the poor in homeless shelters and at soup kitchens, to youth in religious education programs, and to disabled children in local care facilities is an important aspect of Divine Word College’s effort to follow the example of Jesus Christ who came “not to be served, but to serve.” Students and faculty members regularly put themselves at the service of the local and regional community.
- **Integrity** – Honesty in academic policies and practices, respect for each student’s freedom in vocational discernment, the provision of just compensation and fair treatment for employees and an adherence to high ethical standards in fundraising efforts and financial reporting help ensure that Divine Word College lives its mission and delivers on its promise.
- **Lifelong Learning** – A liberal arts program opens students to new worlds of knowledge, broadens intellectual horizons, and provides the critical skills increasingly necessary for informed leadership and service. Carefully designed curricula lead students to an appreciation of the complex and changing social environments of our time. Educational programs open to the wider community demonstrate Divine Word College’s commitment to lifelong learning as a key to effective religious and missionary service.

### Our Vision

Divine Word College aspires to excel in the spiritual and academic formation of missionaries who are grounded in faith, broadly educated in the liberal arts, cross-culturally competent to appreciate and honor the rich diversity of the world, and committed to serving God’s people. Toward these ends, the College seeks to advance the following goals and priorities:

- Provide a continuously updated, high quality undergraduate education that is cross-culturally informed and rooted in the liberal arts.
- Offer an outstanding religious formation program that embodies SVD charism, values, and objectives and, for seminary students, meets the expectations of the U. S. Catholic Bishops’ *Program of Priestly Formation*.
- Recruit, develop, and retain a cadre of well qualified and competent faculty and staff who are committed to advancing the College’s mission.
- Maintain an optimum level of student enrollment that is consistent with the requirements of excellence in teaching and learning.
- Take full advantage of technology to enhance teaching and learning as well as to maximize operational efficiencies.
- Marshal adequate resources and strive toward financial independence through development efforts and endowment opportunities.
- Assure adequate physical facilities through a program of scheduled maintenance and careful projection of future housing requirements.
- Promote the international mission of the Society of the Divine Word and the College to external constituencies through a series of special cultural and educational events, school visits, support groups, and short-term visits to the College by external groups.

### Liberal Arts Education

Divine Word College promotes an integrated development of the spiritual, physical, psychosocial and intellectual abilities of the students as maturing persons. The liberal arts program is designed to help students acquire

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knowledge, attitudes, and skills in both traditional and contemporary studies which can foster the student's growth in personal maturity and committed faith and provide an orientation to future ministerial service among God's people. It strives also to provide for the development of habits of creative and critical thinking as well as a facility in communication.

## Missionary Formation

Students attending Divine Word College live in an environment that enables them to make a firm, personal decision to commit themselves to a life formed after Jesus Christ. More specifically, this would be in the form of becoming a priest or brother in the Society of the Divine Word, or as a religious sister or lay person prepared to pursue missionary work.

While attending college, students are in a period of ongoing, mature self-examination that leads to a sound and free decision to commit their lives and career to the mission of the Church and the mission of the Society of the Divine Word in particular.

The College is open to accepting candidates for other religious orders and dioceses as well as lay persons. The College provides discernment opportunities to assist the student in the decision-making process. Members of the religious community at the College serve as role models of religious priests and brothers.

Throughout the curriculum, a strong emphasis is placed on mission and cultural awareness. A cross-cultural major and minor point to this emphasis. The Ministry Formation Program directs the student toward community service outside the College. There the student serves God's people in a number of ways and begins to acquire basic attitudes and skills required for future ministry.

### Cross-Cultural Environment

Students attending Divine Word College come from a variety of ethnic backgrounds; therefore, the community in which they live is cross-cultural. The environment of the College speaks to the missionary life for which its students are preparing. There is a permanent mission art display. Missionaries on home leave periodically visit and speak to the students. The celebration of feasts rooted in various cultural traditions both recognizes the rich cultural diversity of the students at the College and helps develop a knowledge and appreciation of the global Church community.

The constant interaction among students and staff with different cultural backgrounds is a distinct advantage in preparing for a religious, missionary vocation. A student has an opportunity on a daily basis to gain an appreciation of other cultures.

### Divine Word College and the Society of the Divine Word

Saint Arnold Janssen founded the Society of the Divine Word (SVD or Societas Verbi Divini in Latin) in Steyl, Holland, in 1875. Today, there are over 6,000 Divine Word Missionaries working in over 70 countries throughout the world. Divine Word priests and brothers may find themselves teaching school in a remote area of Papua New Guinea, bringing the sacraments to residents of a small village in the mountains of Mexico, helping communities in Ghana obtain a fresh supply of water or working with the elderly in a parish in the hills of West Virginia.

The Society of the Divine Word established Divine Word Seminary, a four-year liberal arts college, in 1912 at Techny, Illinois. Over the years the Society had reason to locate the senior and junior college divisions at various locations throughout the United States.

In 1931, the Society purchased property in Epworth, Iowa, and, on a campus that once housed a Methodist seminary and a private military academy, established St. Paul's Mission House, an SVD high school seminary. In the early 1960s, the Society undertook a major reorganization of its seminary education programs and replaced St. Paul's Mission House with a new Divine Word College. Since its dedication in 1964, Divine Word College has served as the principal site of SVD undergraduate seminary education in the United States.

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During their final semester of undergraduate studies at Divine Word College, those young men who choose to continue their vocational journey with the SVD may apply for the Society's one-year novitiate program at Techny, Illinois, near Chicago. Near the end of their novitiate experience, the young men may apply to profess first vows as members of the Society. Those who are candidates for the priesthood continue their studies at Catholic Theological Union, Chicago, a graduate school of theology serving over 40 religious orders.

## Campus, Buildings, and Facilities

The main buildings, completed in 1964, contain classrooms, dormitories, a chapel, a gym, a weight room, an indoor swimming pool, a library, dining areas, offices, and living quarters for the SVD members. The chapel is the center of spiritual life within the College. Megan Hall, at the north end of the property, is the only building that remains from the original campus. Megan Hall currently houses religious sisters and other female students living on campus.

The Mathew Jacoby Library, with large windows overlooking the rolling Iowa countryside, provides a pleasant atmosphere for studying. Open stacks contain over 90,000 volumes on all subjects, and an adjacent reading room holds the current issues of the 350 magazines to which the library subscribes. In addition to its broad collection of recorded books and music, video tapes and CD ROMs, the Library also provides innovative resources on the College's computer network. The library staff is glad to provide classroom and individual instruction as well as reference assistance with any aspect of library research. Divine Word College students and faculty have access to and borrowing privileges from the libraries of Dubuque-area colleges.

A learning center for students in the English as a Second Language Institute contains computers and other equipment for use in acquiring language skills.

Fully equipped computer labs are available to the students for use in their personal academic work. The entire campus has wireless capabilities for access to the Internet.

A large combination gymnasium and auditorium can accommodate a variety of sports, plays and concerts. A full-size swimming pool is an inviting place to exercise after studying. Students can also relax in a recreation area where there is a TV room, pool and game tables, snack bar, and lounge.

The Weyland, SVD, Gallery is an inviting exhibit area near the College's main entrance. The Weyland Gallery sponsors five art exhibits annually, including an exhibit of student artwork.

The Russell J. Hannon and George Dods Gallery is located in the main ground floor corridor. The Hannon Dods Gallery surrounds the Divine Word College community with art from around the world.

The 30-acre college campus provides many opportunities for outdoor recreation, including soccer, baseball, and tennis. Nearby is the Heritage Trail for hiking, biking or cross-country skiing.

## Location and Contact Information

Divine Word College is located 15 miles west of Dubuque on four-lane U.S. Hwy 20. Dubuque is a modern city with many cultural and recreational events available. Airline service is available to Dubuque.

Telephone: (563) 876-3353    FAX: (563) 876-3407    [www.dwci.edu](http://www.dwci.edu)

Correspondence should be directed to:

Office of the President	General Correspondence
Office of the Registrar	Academic Records
Office of the Vice President for Academic Affairs	Academic Programs
Vice President for Recruitment and Admissions	Application Papers
Vice President for Financial Affairs	Finances
Director of Student Financial Aid	Scholarships and Financial Aid
Dean of Students	Student Services
Vice President for Development	Development and Fundraising

## Non-Discrimination Policy

Divine Word College is committed to a policy of non-discrimination in admissions, education programs or activities and employment, as required by applicable laws and regulations. Inquiries may be addressed to: Director, Affirmative Action or the Vice President for Academic Affairs, Divine Word College, or to: Director, Civil Rights Commission, Washington, D.C.

Divine Word College makes an effort to attract students from diverse economic, racial and ethnic backgrounds. The College does not discriminate on the basis of race, color, national or ethnic origin in the administration of educational and admission policies or in scholarship, loan, athletic, and other college-administered programs.

### Student Orientation

At the beginning of each school year, students attend several days of orientation to introduce them to life at Divine Word College. Students learn about the College curriculum, the requirements of the degree programs, College administration, the counseling service, student government, and the formation program.

Students tour the library and learn about the technical equipment. New students will also take placement tests during orientation. Each new, regular College student is also required to schedule an interview with the College counselor within the first six weeks of the semester.

### Student Services

- **Counseling Service** -Through the services of the counselor, the student is provided with the opportunity for professional guidance. The counselor may administer tests to facilitate greater self-understanding and clarify vocational choices. The counselor is an integral part of the formation program and is a resource person for the formation directors. Outside counseling services are also available.
- **Student Health Service** - Minor injuries and illnesses are treated in the College infirmary. Physicians and medical facilities are available in Dubuque and Dyersville. Red Cross First Aid and life-saving courses are periodically made available. A physical examination is required before entry. The health records of students are on file at the College.
- **Student Activities** - Extra-curricular activities are fostered to aid the total development of the student. Among these activities are: the Student Senate, student publications, ministry work with the handicapped, the aged, the infirmed and ethnic minorities.
  - **FAN Club**: The Divine Word College FAN Club is an acronym for “Friends Across Nations.” The organization matches students with area families as a means of establishing off-campus social connections. Some on-campus events are scheduled, but most activities are left to the desires and interests of the individual student(s) and host family. Participation is voluntary.

- **Athletics** - Alertness, self-confidence, discipline, and teamwork are characteristic of the missionary ideal. Students may acquire these traits by participating in the various intramural sports activities available at the College such as basketball, volleyball, soccer, tennis, swimming, and weightlifting.
- **Tutoring Services** - A range of tutoring services is available to help students with time management, study skills and test taking in all subjects with specific help available in math, writing and philosophy. Faculty advisors are available to inform students of the exact nature of these existing services.

## On-Campus Community Service

Members of the Society of the Divine Word who work at Divine Word College contribute their services as administrators, faculty, and staff. Correspondingly, the College expects all students, as candidates for or beneficiaries of the Society, to contribute some of their time and energy supporting community activities or events and maintaining the College buildings and grounds. Students do not receive financial compensation for community service activities.

## Personal and Spiritual Formation

Students follow the Religious Formation Program of Divine Word College. This guide enables students to become healthy, integrated persons, committed to a life formed after Jesus Christ, so that they can then make a free and mature decision regarding their vocation.

Through the Religious Formation Program, organized into Formation Groups and guided by a formation director, a student strives to develop in five areas:

- **Human Formation** – Students develop into mature, integrated, and committed persons who are capable of discerning their readiness and desire to live in a religious community.
- **Spiritual Formation** – Develop faith-filled, discerning candidates, rooted in Jesus Christ and committed to personal and communal prayer as foundation for missionary service.

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- **Intellectual Formation** – Instills in candidates a commitment to acquire the skills and knowledge necessary for effectively communicating the Gospel.
- **Cross-Cultural Community Living Formation** – Enables candidates to be rooted in their own culture and to cross over to other cultures with respect and sensitivity, while developing skills for life in a religious community or service to a parish.
- **Missionary Ministry Formation** – Enables candidates to begin to develop their ministry skills and apply their gifts and education for missionary service.

The Religious Formation Program helps a student acquire interpersonal and intercultural skills. By participating in small group activities and meeting individually with their Formation Director, students at Divine Word College learn to reflect honestly on their lives and to share their vocational development with others.

## Spiritual Direction and Faith Formation

Each student has a Spiritual Director. During regular meetings with their director, students are encouraged to develop personal prayer as a means of growing in relationship with God.

All students participate in faith formation sessions in small formation communities to grow in faith, prayer, and Church teachings.

## Ministry Formation

The purpose of the Ministry Formation Program is to facilitate growth in maturity in each of the areas of education, commitment and service in a manner that helps to prepare the college student for the missionary apostolate of the Society of the Divine Word. This is achieved through active involvement in several different kinds of service, including visiting the elderly, working with the mentally and physically challenged, offering hospitality to those in need, feeding the hungry and homeless, working with the young in Epworth, visiting the Sisters in Dubuque, and serving Latino and Vietnamese communities in the area. Twice a semester, the student participates in group reflections on their experiences with the Director of Ministry or his/her assistants.

### Liturgical Formation

Students regularly participate in liturgies. Music ministry and other special liturgical ministries, such as lector, acolyte, sacristan, cantors, and minister of hospitality are performed by students according to their talents and level of growth. Training is provided for all these ministries. Students are required to attend a weekly liturgy preparation period which consists of instruction and discussion of liturgy, as well as rehearsal of liturgical music.

### Drug-Free School/Workplace

College regulations comply with the Drug-Free Schools and Communities Act of 1989 requiring documentation of services and awareness for drug-free schools and communities. The College complies as defined in schedules “I” through “V” of Section 202 of the “Controlled Substances Act” (21 U.S.C. 812) and as further defined by regulations 21 CFR 1300.11 through 1300.15.

All students, faculty, and employees of the College receive copies of these policies and disciplinary action is taken if violated.

### Student Right-To-Know and Campus Security Act of 1990

The College adheres to the Student-Right-To-Know and Campus Security Act, Public Law No. 101-542. Statistical information on the completion of graduation rates of both A.A. and B.A. degree-seeking students is maintained and compiled by the College Registrar. This information is available upon request from the Financial Aid Director.

The College Financial Aid Director prepares, publishes and distributes information annually, before October 1, on campus crime statistics to all students, faculty and employees, and upon request, to any applicant for enrollment or employment.

The College is committed to providing a safe and secure environment to all members of the College community. All criminal actions or emergencies are reported to the President and Dean of Students. These individuals shall refer the matter to the local law enforcement agencies, if warranted, and to the statistical coordinator of campus crime.

### Policy on Sexual Harassment

Divine Word College provides all students, faculty, and staff with copies of the Sexual Harassment Policy. The College is committed to providing students, faculty, and employees a safe and secure environment.

### HIV Policy

Divine Word College periodically provides information to all students, faculty, and employees on HIV Infection. A policy has been established for updating and distributing information and education on HIV Infection.

### Policy on Sexual Abuse

As mandated by Iowa Code, Chapter 709, Divine Word College provides copies of its policy on Sexual Abuse to faculty, staff, and students. As defined by the Iowa Code, the policy on Sexual Abuse includes definitions, reporting procedures, prevention suggestions, and counseling.

# Student ADMISSIONS



# Admission Requirements and Procedures for Seminary Students

## Criteria for Admission of Seminary Students

Vocation Directors make an assessment of students applying to Divine Word College. They look for positive indicators for each of the characteristics listed below. A serious deficiency in one category can jeopardize admission. The candidate's age and experience may affect the degree to which he demonstrates these characteristics. Guided by the Constitutions of the Society of the Divine Word (Const. 511.4), when Vocation Directors (Recruiters) and the Admissions Committee make decisions about candidates, they look for positive evidence of:

- sincere interest in responding to a religious missionary calling
- willingness to live in a cross-cultural environment
- sound physical and mental health
- a religious spirit appropriate to the candidate's age
- active participation in the life of the church as evidenced by involvement in local parish or other service projects
- ability to accept responsibility
- a sense of purpose in life
- the necessary talent for the education required
- social skills appropriate to the candidate's age
- the capacity for and a pattern of lived celibacy for an appropriate period

## Pre-Screening of Seminary Students

A candidate who contacts the College concerning admission is not given application papers, but is assigned to a Vocation Director. The Vocation Director maintains contact with the candidate from this initial stage through the admission process. In most cases, the Vocation Director visits the candidate at his home, invites the candidate to visit the College and interviews the candidate. If the Vocation Director is convinced that the candidate is serious and is likely to meet the criteria as previously outlined, the Vocation Director offers the candidate application materials. The ensuing application procedures are designed to gather sufficient information about the candidate so that the Admissions Committee can make an informed decision of the candidate's suitability for

admission to formation and one of the education programs at Divine Word College (ESL, College, post-College).

## Formal Application Procedures for Seminary Students

The following procedures are normally followed by each seminary student applicant:

- Applicants are interviewed by a Vocation Director at the applicant's home, school, Divine Word College or another appropriate location.
- A campus visit by prospective students is usually required.
- Applicants submit the following documents:
  - Signed application form
  - Autobiography
  - Official academic transcripts from each school attended
  - Course descriptions and/or syllabi for college classes when the applicant is requesting transfer credit
  - High school diploma or GED scores
  - SAT or ACT scores, if available and appropriate
  - TOEFL or alternative test score, if appropriate
  - Health report and up-to-date inoculation record
  - Pastoral recommendation
  - Two professional recommendations
  - Baptismal and confirmation certificates
  - Criminal background check consent form
  - International students: A copy of the applicant's passport, visa and all immigration documents
  - \$25 Application fee
  - Two photos
  - Where applicable, a letter of recommendation from the diocese or religious community (rector, superior or his delegate) with whom the applicant was previously affiliated
  - Where applicable, a copy of separation/discharge forms after service in the U.S. military
  - Application for Federal Student Aid is recommended, but not required (eligible students)
- Psychological testing or consultation is required when appropriate.

- Send information to:

DIRECTOR OF ADMISSIONS  
Divine Word College  
P.O. Box 380  
Epworth, IA 52045-0380  
Phone: 800-553-3321  
Fax: 563-876-5515  
E-mail: [svdvocations@dwci.edu](mailto:svdvocations@dwci.edu)  
Websites: [www.dwci.edu](http://www.dwci.edu)  
[www.svdvocations.org](http://www.svdvocations.org)

The Admissions Committee meets to review all documents gathered during the application process and makes its decision on admission and placement.

## Admission Requirements and Procedures for Non-Seminary Students

In addition to men considering religious vocations as missionary priests and brothers, Divine Word College welcomes other individuals wishing to utilize the College's educational resources. Non-seminary students will fall into the following categories:

### Degree-Seeking Students (full or part-time)

Applicants submit the following documents:

- Application form
- Personal statement addressing motivation, educational goals, and plans for the future
- A letter of recommendation and/or referral (must be from the congregational superior if applicant is a member of a religious community or bishop if applicant is a diocesan priest)
- Official academic transcripts from each school attended
- Course descriptions and/or syllabi for college classes when the applicant is requesting transfer credit
- SAT or ACT scores, if available
- TOEFL or alternative test score, if appropriate
- Health report and current inoculation record (SVD applicants and those from partnering organizations are exempt from the health report)

- International students: A copy of the applicant's passport, visa and all immigration documents
- Background check consent form when appropriate
- \$25 application fee

This information is presented to the College's Admissions Committee for formal acceptance into the College. The Director of Admissions will generally respond to the applicant within 14 days with the committee's decision. The Registrar's Office will be notified of acceptance so the student can register for classes.

### Non-Degree Seeking Temporary Students (full-time)

Applicants submit the following documents:

- Application form
- A letter of recommendation and/or referral (must be from the congregational superior if applicant is a member of a religious community or bishop if the applicant is a diocesan priest)
- If available, official academic transcripts from each school attended
- Course descriptions and/or syllabi for college classes when the applicant is requesting transfer credit
- SAT/ACT scores, if available
- TOEFL or alternative test score, if appropriate
- Health report and current inoculation record (SVD applicants and those from partnering organizations are exempt from the health report)
- International students: A copy of the applicant's passport, visa and all immigration documents
- \$25 application fee.

This information is presented to the College's Admissions Committee for formal acceptance into the College. The Director of Admissions will generally respond to the applicant within 14 days with the committee's decision. The Registrar's Office will be notified of acceptance so the student can register for classes.

### Non-Degree Seeking Temporary Students (part-time)

Individuals interested in taking an occasional class complete a short application. Applications should be returned to the Admissions Office and will be processed. Generally, applications will be forwarded to the Registrar immediately so the student can register for classes.

### Academic Assessment of Prospective Students

An applicant should have at least average intelligence, which may be indicated in a variety of ways, including academic transcripts (“C” or 2.00 cumulative GPA); standardized testing; and/or rank in class (upper two-thirds). An applicant must have a high school diploma, or the applicant must submit official scores of the General Educational Development (GED) Test.

Students who have completed a four-year high school program in the United States are expected to have ACT or SAT scores reported to the Admissions Committee. Students admitted as freshmen without ACT or SAT scores will take an assessment test during their first semester of college to help the College conduct a longitudinal study of freshmen and to aid in the advising process.

In some circumstances, documentation to show academic ability may be impossible to gather especially if an applicant’s education documents are not available from his/her home country or were permanently lost. The Director of Admissions or designee will make every attempt to gather information about an applicant’s academic ability through interviews, recommendations from persons who know the applicant, unofficial grade reports, recommendations from ESL teachers, or letters attesting to the applicant’s academic history.

An applicant whose primary language is not English is required to submit a TOEFL (Test of English as a Foreign Language) score or take an English language proficiency test at Divine Word College prior to placement into the regular college program. An equivalent standardized test of English proficiency, such as the ACT Compass Test, may also be submitted.

If an applicant does not submit an English Language test score during the application process, if accepted, the new student will be required to complete testing during orientation week in the first semester of attendance at the College. Test scores will determine which classes a student may take.

Students who completed some of their education outside the United States but who did not complete high school may be admitted to the ESL Institute without a high school diploma or General Educational Development Test (GED). These students will be required to complete the GED before admission to the college program. Students who complete ESL before the GED may take part-time college courses for no more than two semesters while completing the GED. It should be noted that acceptance into the College without a high school diploma or GED is an exception to the norm.

When an applicant is admitted, the student ordinarily is placed in the Intensive English Language Institute if his/her TOEFL score is below 500 (176 for the computer-based TOEFL, 63 for the Internet based TOEFL), or if the on-campus proficiency exam indicates the need for additional English language instruction before entering the College program. Students with TOEFL scores higher than 500 (176 CBT or 63iBT), but below 550 (213 CBT or 80 iBT), may be placed in the College program, but may also be required to take part-time ESL classes.

An approved equivalent standardized test of English proficiency, such as the ACT Compass Test, may also be used by the College to assess English skills. An applicant who has a TOEFL score of 550 (213 CBT or 80 iBT) or higher and a writing sample score of six will be placed in the College program without any further requirements to take ESL classes. Applicants with a writing sample score below six may be placed in ESL 084 Freshman ESL Writing.

### **New Students: Assessment and Placement**

New, full-time students will be required to complete assessment testing during orientation week in order to determine placement into appropriate courses. Assessment tests will include reading, writing and math skills. Students may be admitted to either the regular college program or the ESL program if they require further language support. Students in the regular college program may be required to take basic, non-credited courses as needed.

Students required to take an English language test may do so during the application process or any time prior to admission. If a student performs well on a language test and results indicate s/he is not in need of ESL support, the student will be exempt from taking the test during orientation week. On the other hand, if a student's English language test score on a test prior to enrollment indicates s/he will need ESL classes, the student may retake the test during orientation week to assess if his/her ESL level has changed.

New full-time students who are not seeking a degree will be exempt from the math assessment test. These students would include those at the College to complete Philosophy requirements for future Theology studies. Students placed in full-time ESL classes will have their math assessment deferred until they are ready to begin regular college classes.

### Application Deadlines

The Admissions Committee ordinarily processes applications within two weeks of receipt of all the required documentation. Applicants are encouraged to complete the application process as early as possible. Applications will be processed until **July 15** for the fall semester and until **December 1** for the spring semester.

New and returning students are expected to begin each semester on the designated starting date. Students are required to participate in the new semester orientation. In exceptional circumstances, students may request permission to arrive late, specifically when circumstances beyond their control prevent their prompt arrival, e.g., application papers submitted on time but U.S. consulate delayed issuance of visa, physical illness, extraordinary family emergency, etc.

The Director of Admissions will send a letter to each applicant informing the applicant of the Admission Committee's decision.

### Transfer Students

A student wishing to transfer from another accredited college or seminary should follow the normal application procedure. Official transcripts must be submitted to the Director of Admissions during the admissions process or to the Registrar or Vice President for Academic Affairs after enrollment. If transfer credit is being requested, the applicant must submit course descriptions or course syllabi for all college classes in question. Refer to the section on Transfer Credits in the Academic Regulations section of this catalog for the process of accepting transfer courses. In order to process transfer credits in a timely manner, applicants should submit their information as early as possible. A letter of recommendation from the rector, superior or his/her delegate is also required if the applicant is transferring from a seminary or was ever in formation/vows with another religious congregation or diocese.

### Transition to the College Program from the ESL Institute

Many students enter the college program after spending time in English as a Second Language. Before enrolling in regular college classes, ESL students must undergo educational and formational assessments by their instructors and formators.

## English Language Assessment

Students admitted to the ESL program are assessed at the end of each semester to determine their readiness for promotion to either the next level of full-time ESL instruction, part-time ESL instruction or full-time academic (college) studies. Student achievement of ESL outcomes is assessed using teacher recommendations, class performance, assessment of writing ability and English proficiency test scores.

- ***Teacher recommendations/grades***

Students are continually assessed during the course of the semester using the set of outcomes developed by the Institute and specific to the level of instructions. Teachers measure each student's acquisition of language using a variety of class tests and assign grades based on the student's language proficiency at the end of the semester. **Homework, hard work, and participation will help improve the student's knowledge, but promotion is based solely on the realization of the outcomes for that level.**

- ***Writing assessment***

At the end of each semester, students complete a timed writing sample to evaluate their ability to write with revisions. Scores on this instrument are used for placement within the ESL Institute and for placement in ENG 111 and ENG 112.

- ***Language Testing***

All students enrolled in the Intensive English Language Institute take a standardized language test at the end of each semester. The results of this test, together with class grades and the instructors' placement recommendations, are taken into account when placement decisions are made by the Institute. When the student's performance in all three areas indicates a readiness for academic study, a recommendation is made by the Director of the ESL Institute for the student's transition into the academic college program either as a 'special freshman' receiving ESL support, or as a 'freshman' receiving no ESL support.

# Student Admissions

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Students wishing to retake a standardized language test, such as the TOEFL or Compass test, may do so if they:

- take the test at another institution at their expense, or
- write a letter to the Director of the Intensive English Language Institute detailing a plan of English study over the summer recess, and request permission to retake the test at Divine Word College prior to the fall semester.

▪ ***Reporting***

After testing, ESL teachers at each level will meet to discuss student placement. The core teacher leads the discussion and records the comments of the group and the placement recommendation. The core teacher then meets with the Director; the grades, comments and placement recommendations are recorded. Copies are given to the student and his advisor.

Student placement recommendations will be distributed to the Vice President for Academic Affairs and the Vice President for Formation.

Following the English language assessment as outlined above, the Vice Presidents for Academic Affairs and Formation review all ESL students. As appropriate, students transition from one ESL level to another. When students meet the required English Language criteria as previously outlined, and meet formation expectations appropriate to their level, they will transition to the regular college program. The students are notified of the change of status by the Vice President for Academic Affairs.

## Special Admissions

Special Admissions include a wide range of individuals who may request admission to Divine Word College's regular college program or ESL Program. The above policy addresses most areas of concern, including seminary and non-seminary students, full and part-time students, as well as degree seeking and non-degree seeking students. The following section is intended to more fully address specific situations.

### Non-Degree Seeking Candidates

- *SVD Members*

SVD provinces throughout the world frequently ask Divine Word College to help some members learn English for further studies or missionary work in an English-speaking country. Ordinarily, the College relies on the recommendations from the SVD superiors in the sending province and other information in the member's relatio (file) to decide on admissions. The President of Divine Word College or his designee reviews all the documents. If he favors the member's admission, he sends the background materials and his recommendation to the Director of Admissions and the Admissions Committee for formal admission.

- *Associate Candidates*

Some prospective candidates have already completed their bachelor's degree, but need additional credits. The Admissions Committee employs the same procedures and standards previously outlined in the Admissions Procedures and Requirements section to assess a candidate's readiness for admission. If accepted these students will complete the normal initial placement assessment tests, with the exception of the math testing.

## Degree Seeking Candidates

- ***SVD Members***

SVDs in some countries, because of political difficulties, find it impossible to provide adequate seminary education and formation for their candidates. The SVD superiors in those countries often ask Divine Word College to provide education and formation for their candidates. Ordinarily, the College relies on the recommendations from the SVD superiors in the sending province and other information in the member's relatio (file) in making a decision on admissions. The President of Divine Word College or his designee reviews all the documents. If he favors the member's admission, he sends the background materials and his recommendation to the Director of Admissions and the Admissions Committee for formal admission.

- ***Bishop-Sponsored Candidates***

Occasionally a bishop from the United States or another country may ask Divine Word College to provide education and formation to a young man from his diocese. Some of these candidates are considering a church vocation, but others are not. The President of Divine Word College or his designee handles the communications between the (arch) diocesan representatives and the College. The Admissions Committee will review the application and apply the usual academic criteria. The College relies on the recommendation of the bishop and other appropriate references for formation considerations. Whether the candidate is a seminarian or not, he is required to fully participate in the formation program at Divine Word College.

- ***Candidates for Other Religious Orders***

Most religious orders in the United States do not have college-level seminary programs. If a superior of another congregation asks the College to provide education and formation for their candidate(s), the initial communications will be with the President of Divine Word College or his designee. If the President approves the arrangement with that religious order, the Admissions Committee will review the individual candidate's application and vote on admission. The committee will rely on the religious community to make a thorough formation assessment.

### Readmission

A student who left Divine Word College in good standing may reapply after one year. A student who has left Divine Word College because of academic probation may be readmitted to the College after two years. The same admission procedures, which are noted below, are followed as for those who left in good standing. If the student is readmitted, the credits earned previously at Divine Word College are treated as transfer credits. To graduate, the student must complete the last 30 hours in residence at Divine Word College. Exceptions may be made by the Committee on Academic Affairs.

A student reapplying is asked to submit the following documentation:

- Signed application form
- A letter to the Director of Admissions outlining why the student left, his/her principal activities during the absence from Divine Word College, and why the student wishes to return
- Official academic transcripts of all courses taken in the interim, along with course descriptions or syllabi
- One letter of recommendation
- Updated medical form with recent physician exam.

### Leave of Absence

A student with good reason and with approval by both the Vice President for Formation and the Vice President for Academic Affairs, may request and be granted a leave of absence for any period up to one year without withdrawing from the College. The student may re-enroll after communicating directly with the Vice Presidents for Formation and Academic Affairs. The student must remain in regular communication with the Dean of Students during the absence. If the student does not return to the College within two semesters, the student must re-apply to Divine Word College under the “Readmission” section above.

### Unclassified Part-Time Students

Students from area high schools may enroll in lower division college courses. Applicants must have completed the junior year and are considered unclassified part-time students who are not pursuing a degree.

### International Students

International students are subject to the admission policies of Divine Word College and the regulations of the Citizenship and Immigration Services of the United States Department of Homeland Security. If the student is accepted, an I-20 form will be issued to the student in order to apply for a student visa from the United States government.

An official TOEFL (Test of English as a Foreign Language) or an alternative approved standardized test score report is requested for all non-native speakers of English who are applying to the College. The TOEFL report must be submitted with completed application papers to the Director of Admissions. If no test score is available, the applicant must complete an English language test during Orientation if accepted to the College.

International students who are seeking admission into the full-time degree program must exhibit proficiency in reading, writing, and speaking English, as well as the ability to understand English with ease. Students with TOEFL scores near 500 (176 CBT or 63 iBT), but below 550 (213 CBT or 80 iBT), may be placed in the College program, but may also be required to take part-time ESL classes. An equivalent standardized test of English proficiency, such as the ACT Compass Test, may also be used by the College to assess English skills.

Information about the TOEFL can be obtained from: TOEFL/TSE Services, P.O. Box 6151, Princeton, NJ 08541-6151. For students who are transferring from a foreign university, the regulations on the acceptance of transfer credits are given under the sections Transfer Students and Examinations and Tests. Federal Financial Aid is not available to international students. An applicant may apply for a Divine Word College scholarship.

## Proficiency Tests

- ***Advanced Placement Program (AP)***

Divine Word College participates in the Advanced Placement Program of the College Entrance Examination Board. High school students who have performed satisfactorily in advanced college level courses before college entrance and who have demonstrated their achievement in the Advanced Placement Test of the College Entrance Examination Board may have the results submitted directly to Divine Word College for credit.

A student who receives a four (4) or five (5) rating in the Advanced Placement Test will automatically receive college credit in the subject.

Applicants for advanced placement should request their high school counselor to obtain the test from the College Entrance Examination Board, Princeton, NJ 08540.

- ***College Level Examination Program (CLEP)***

Divine Word College participates in The College Level Examination Program (CLEP) and accepts CLEP's current recommended standards for transfer of credit. Students who, by virtue of study or travel abroad, work experience, independent study, advanced work in high school or study in non-accredited institutions, believe that they might already possess knowledge comparable to that expected in a certain lower division course, may receive credit and placement based on scores of the Subject examinations administered by CLEP.



# Student FINANCES



## Student Expenses

### Room and Board

Academic Year 2010-2011.....	\$3,000
Academic Year 2011-2012.....	\$3,150
Academic Year 2012-2013 .....	\$3,300

### Tuition – Full-Time Attendance

Academic Year 2010-2011 .....	\$11,200
Academic Year 2011-2012 .....	\$11,600
Academic Year 2012-2013 .....	\$12,000

### Tuition – Part-Time Attendance and Audited Courses

Academic Year 2010-2011 .....	\$373 per credit hour
Academic Year 2011-2012 .....	\$387 per credit hour
Academic Year 2012-2013 .....	\$400 per credit hour

\*Senior Citizens – Senior citizens (55 and older) who attend Divine Word College, will receive a fifty (50) percent reduction in tuition.

## Miscellaneous Expenses

Books and Supplies .....	\$500 to \$700
Transportation.....	\$300 to \$1,000
Personal Items .....	\$450
Medical expenses.....	\$800
<i>(Medical insurance is mandatory for students not otherwise covered by medical insurance.)</i>	
Total average additional expenses .....	\$2,050 to \$2,950

\*Attendance at Other Colleges – Transportation and other expenses incurred while attending other colleges are the responsibility of the student concerned.

## Fees

Application Fee (non-refundable) .....	\$25
Student Activity Fee (per year).....	\$40
Late Registration Charge .....	\$ 5
Change of Registration Charge.....	\$ 5
Late Examination and Test Charge.....	\$ 5
Transcript Fee (first copy free) .....	\$ 5
Graduation Fee .....	\$40

Cap and Gown rental .....	\$50
Computer Lab Use.....	\$60

## Payment of Expenses

All charges for tuition, room and board, as well as activity and course fees are billed by the semester and are payable in advance:

- \$7,100 per semester in 2010 – 2011;
- \$7,375 per semester in 2011- 2012 ; and
- \$7,650 per semester in 2012 – 2013.

If a student is indebted to the College for room, board, tuition and fees, or is in default of any student loans, the student’s diploma, recommendations and academic transcripts will ordinarily be withheld until the debts and loan defaults have been resolved.

## Refunds

Upon withdrawal from the College, tuition and room and board are refunded on a day-by-day prorated basis, minus a \$100 administrative recovery charge. When 60% of a semester has expired, there will be no refund.

## Insurance

Divine Word College requires that all resident students have medical insurance coverage. Those not covered by an individual or parental health plan must purchase medical coverage. The insurance premium can be covered by student financial assistance. The College does not assume liability in case of medical care or loss or damage of personal property. For more information, contact the Financial Aid Office.

## Student Financial Resources

Any duly qualified applicant, sincerely interested in studying for the priesthood or brotherhood as a Divine Word Missionary, will never be turned away for lack of money. While expecting students and their parents to pay what they can reasonably afford, Divine Word Missionaries will assist them in obtaining the necessary financial aid.

## Scholarships and Benefits not Directly Related to Need

- **Divine Word College Scholarship**

After admission and upon application at the beginning of every school year, assistance from Divine Word College of up to \$6,200 in an academic year may be granted. Students enrolling for part-time and/or auditing courses may qualify for proportionately reduced assistance.

- **Presidential Scholarship**

Divine Word College first awarded the Presidential Scholarship in 1979. This scholarship is an award to students who show promise of superior academic achievement.

The Presidential Scholarship is an annual award of \$2,300 renewable each year the recipient continues to meet the established guidelines. A maximum of two freshmen students may receive this scholarship in a single year.

- **Bishop Curtis Guillory, SVD, Scholarship**

The College established this scholarship in honor of Bishop Guillory, SVD, a 1968 graduate of Divine Word College who currently serves as the Bishop of Beaumont, Texas. The Bishop Guillory Scholarship is an annual award of \$2,300 which is renewable each year that the recipient continues to meet the established guidelines.

- **Father Robert J. Flinn, SVD, Scholarship**

The College established this scholarship in honor of Father Robert J. Flinn, SVD, an accomplished educator, author, canon lawyer, medical ethicist, and former Divine Word College trustee who died in June of 1995. The Flinn Scholarship is an annual award of \$2,300 which is renewable each year that the recipient continues to meet the established guidelines.

- **Al Hughes Scholarship**

The College established this scholarship in memory of Mr. Al Hughes, a longtime member of the Board of Trustees and the College attorney. The Hughes Scholarship is an annual award of \$2,300 which is renewable each year that the recipient continues to meet the established guidelines.

- **Father Francis Kamp, SVD, Scholarship**

The College established this scholarship in honor of Father Francis Kamp, SVD, a Divine Word Missionary for over 60 years. Fr. Kamp headed the SVD Mission Center at Techny, Illinois, for many years, generating great support for the missionaries and their ministries abroad. The Father Kamp, SVD, Scholarship is an annual award of \$2,300 which is renewable each year that the recipient continues to meet the established guidelines.

- **Father Chester Nowicki, SVD, Scholarship**

The College established this scholarship in memory of Father Chester Nowicki, SVD, who for over 50 years served the Society of the Divine Word as a teacher and later as the Provincial Treasurer. The Father Chester Nowicki, SVD, Scholarship is an annual award of 2,300 which is renewable each year that the recipient continues to meet the established guidelines.

- **Vocational Rehabilitation Assistance**

In case of permanent disabilities or health problems, State Vocational Rehabilitation Agencies may grant aid for rehabilitation through education. Contact your state agency of your respective home state for more information.

## State, Federal, and Private Financial Aid Programs for Needy Students

### Student Financial Aid Eligibility

State and federal aid is for the most part granted to students with financial need. For all programs, this need is established by the student and/or parents filing the Free Application for Federal Student Aid (FAFSA) or the Renewal FAFSA. The FAFSA can be filed electronically, by paper or with the school Financial Aid Administrator's help. The Renewal FAFSA can only be filed electronically. To file the FAFSA or Renewal FAFSA electronically, access the FAFSA website at [www.fafsa.edu.gov](http://www.fafsa.edu.gov). To file the paper FAFSA, contact the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3253) or the Divine Word College Financial Aid Office to order a paper FAFSA. To file the FAFSA with the school Financial Aid Administrator's help, contact the Divine Word College Financial Aid Office.

## Standards of Satisfactory Progress for Federal Student Financial Aid Recipients

**Eligibility** - The typical program length for a student admitted to regular undergraduate College program is four (4) years. Non-native permanent resident students who need to develop greater English proficiency to successfully complete the program generally will have from one to three years of ESL to complete prior to starting the regular four-year degree program. No full-time or part-time students are eligible for Title IV federal assistance programs for more than 150% of the following published lengths:

Four years --12 semesters or six years maximum  
ESL -- 9 semesters or four ½ years maximum

For the **Four-year program**, the minimum intervals of progress are as follows:

	<b>Quantitative Standard:</b>	<b>Qualitative Standard:</b>
After first year:	minimum 24 credits earned	minimum average: 1.8
After third semester:	minimum 36 credits earned	minimum average: 1.9
After second year:	minimum 48 credits earned	minimum average: 2.0
After third year:	minimum 72 credits earned	minimum average: 2.0
After fourth year:	minimum 98 credits earned	minimum average: 2.0
After fifth year:	minimum 120 credits earned	minimum average: 2.0

For the **ESL** program, the minimum intervals of progress are as follows:

	<b>Quantitative Standard:</b>	<b>Qualitative Standard:</b>
After first year:	minimum 36 credits earned	minimum average: 1.8
After third semester:	minimum 54 credits earned	minimum average: 1.9
After second year:	minimum 72 credits earned	minimum average: 2.0
After third year:	minimum 108 credits earned	minimum average: 2.0
After fourth year:	minimum 144 credits earned	minimum average: 2.0

**Ineligibility**- A student is considered making unsatisfactory progress and is declared ineligible for Title IV student aid programs if s/he fails to meet either the quantitative or qualitative standards. The student then:

- Is subject to the regulations for Academic Probation as given in the Student Handbook and College Catalog.
- Has the right to appeal to the Committee on Student Activities and Welfare and then to the President.

### Specific Information:

- Under normal circumstances, courses with Incomplete (I) grades are resolved within three weeks after the last day of exams for that semester and therefore have no impact on eligibility.
- Course withdrawals are not counted toward minimum credit hours completed.
- Repeated courses are counted only once in credit hours completed.
- Non-credit class hours of developmental courses are counted as credits completed for the first year only. In subsequent years, they are not counted toward the minimum requirement of credits successfully completed.
- Exceptions to the Standards of Satisfactory Academic Progress may be made by the Committee on Student Activities and Welfare (or the President in case of an appeal) in cases of documented, extenuating circumstances.

## Reinstatement of Federal Student Financial Aid

Reinstatement of Federal Student Financial Aid is determined by petitioning the Committee on Student Activities and Welfare (with an appeal to the President). In the petition, the student must document attainment of necessary credit hours and GPA. The student must also provide a signed, dated plan for keeping the GPA at the required level.

## Federal and State Financial Aid Programs Available at Divine Word College

- **Federal Pell Grant**, provide for grants to students of up to \$5,550 for the 2010-2011 award year. Future Pell Grant awards will depend on federal funding.

- **Federal Supplemental Educational Opportunity Grant (FSEOG)** is a federal aid program that provides assistance for students with need. The grants may range from \$100 to \$2,000 a year.
- **Academic Competitiveness Grant (ACG)** is a federal aid program available to students who meet the eligibility requirements for the first and second years of undergraduate education.
- **The Work-Study Program is a federal (FWSP) or state (IWSP) program** with proportionate shares of funds provided by the federal or state government and by Divine Word College, which enables students with demonstrated financial need to work on campus while in attendance normally at the rate of \$7.25 per hour or minimum wage, whichever is higher for maximum award of \$1,600 per academic year to pay for part of their educational expenses.
- **The Federal Perkins Loan Program** is a cooperative loan program between the federal government and Divine Word College that is administered directly by the Financial Aid Office of Divine Word College. The cumulative maximum amount of Perkins Loans a student may borrow is limited to \$4,000 per year and \$20,000 for all undergraduate studies. In no case shall the amount borrowed exceed the demonstrated financial need. A simple interest of 5 percent per year is charged on the unpaid principal beginning nine months after the student graduates or withdraws. Repayment can be extended over a 10-year period. Deferment of payments is available while serving in the Armed Forces, VISTA, or the Peace Corps. Loan cancellation is allowed for the years the borrower is in the Armed Forces in areas of hostilities, or serves as a full-time teacher of the handicapped or preschool students in the Head Start programs, or in schools where 30 percent of the students come from low-income families.
- **The Direct Loan Program** enables students with financial need to borrow up to \$ 3,500 for the first year, \$3,500 to \$4,500 for the sophomore year and \$5,500 for each of the junior and senior years to an undergraduate cumulative maximum amount of \$23,000. These yearly maximum amounts may be less if you receive other financial aid to

cover a portion of your cost of attendance. A guarantee and/or origination fee of up to four percent will be charged and deducted proportionately from each disbursement of the loan to offset the federal interest subsidies. Repayment of these loans begins six months after the student graduates or withdraws. The interest rate could change each year on July 1 depending on the changes to the federal treasury bill interest rate, but will never exceed 8.25 percent.

- **Iowa Tuition Grants (ITG)** are offered by the State of Iowa to help needy Iowa students pay their tuition and fees at Divine Word College. The undergraduate must be enrolled full-time. This grant is obtainable for a maximum of four years or eight semesters. All Iowa students, regardless of parental income, are urged to apply each year because of changes in legislative appropriations and the number and income levels of the applicants. Applications should be filed by June 1 before the academic year in which the student wishes to receive a grant.
  
- **Pennsylvania Higher Education Assistance Agency Grant:** The State of Pennsylvania offers to bona fide residents from low and middle-income families enrolled at Divine Word College a study grant based on need. Present deadlines for renewing applications are May 1, while the deadline for first time applications is August 1. For information and application forms, call Pennsylvania Higher Education Agency at 1-800-692-7435.
  
- **Vermont Incentive Grants:** Incentive Grants are awarded to assist Vermont residents with their college expenses. Grants are determined on the basis of financial need rather than academic excellence. Students who are attending or plan to attend an accredited college in or out of state are eligible to apply for an Incentive Grant. For additional information and application forms, contact your high school guidance counselor or: Vermont Student Assistance Corporation, Champlain Mill, P.O. Box 2000, Winooski, VT 05404-2601, (800) 642-3177, FAX: (802) 654-3765 or email: info@rsac.org.

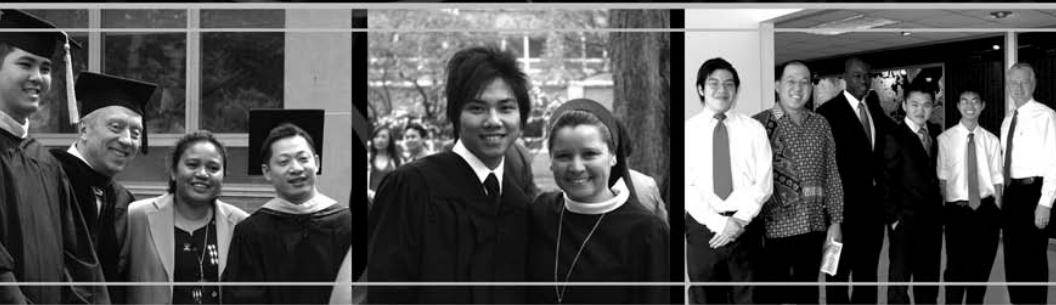
## Student Finances

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Further information about student finances is available from:

Director of Student Financial Aid  
Divine Word College  
P.O. Box 380  
Epworth, IA 52045-0380  
(563) 876-3353 ext. 220  
800 553-3321  
FAX: (563) 876-3407  
Email: [FinAid@dwci.edu](mailto:FinAid@dwci.edu)

# *Academic* REGULATIONS



## Semester Plan

The academic calendar is divided into two semesters, each ordinarily having 75 full school days. The first semester begins in August and ends before the Christmas holidays. The second semester begins in January and ends in May.

## Credit Hours

A semester hour generally represents one class hour a week or two class hours of laboratory or studio art a week for one semester. As a rule, the student is expected to devote at least twice this amount of time to class preparation and reading.

## Student Classification

- A regular student is enrolled with the intention of obtaining a degree. Students are classified at the beginning of each semester as freshmen, sophomores, juniors, or seniors according to the number of credit hours already accepted toward graduation. Seniors plan to complete graduation requirements during the current year. The classification is as follows: freshmen 1-31 credits; sophomore 32-63 credits; junior 64-95 credits; senior 96 or more credits.
- A freshman special student is enrolled in regular College courses and support courses in the Intensive English Language Institute.
- A special student is defined as one who, on a full-time or part-time basis, is taking courses but is not committed to a formal degree program. A special student is considered an unclassified student.
- An ESL student is enrolled in the Intensive English Language Institute with the intention of obtaining a degree at Divine Word College.

## Student Load

- A student taking 12 credit hours per semester is considered full-time; less than 12 credit hours is considered part-time.

- In order to meet the 125 credit hour requirement for graduation in eight semesters, a student should average 16 credit hours each semester.
- A student is expected to carry a minimum of 15 credit hours each semester.
  - For good reason a student may petition the Vice President for Academic Affairs for a reduced load. However, this may extend the academic program beyond the normal four-year program.
  - A credit hour load of 19 or more hours is considered an overload, which needs the approval of the academic advisor, the Dean of Students, and the Vice President for Academic Affairs. Approval is usually given only if the student's cumulative grade point average is 3.00 or above.
- A registered audit does not count toward the student load.

## College Language Policy

Students are expected to use English in public areas. English is also the common language to be spoken in groups of individuals from different language backgrounds or in the presence of those who may not share their first language. Use of a common language helps build the sense of community, a priority of Divine Word College, while using languages other than English can easily make others feel excluded. Also, many students are learning English, and regular conversation in English is critical for mastering the language, a necessity for doing well in college courses. Finally, for the SVD missionary, using the language of the country is an important sign of respect for the people and culture around him. For all these reasons, the College encourages the regular use of English.

The Dean of Students shall explain the language expectations to all students during the orientation, at the beginning of each semester, and periodically as needed.

## Transfer Credits

The policy on transferring credits for courses taken at other institutions is designed to facilitate inter-institutional student mobility while, at the same time, assuring the quality and integrity of the curriculum. Divine Word College reserves the right to judge both the quality and the content of particular courses that are to be transferred and their equivalence to specific courses in its own program. The following criteria and processes are used to evaluate requests for transferring credits.

Transferring credits from another institution for courses taken prior to matriculation.

- Whenever possible, requests for transfer credits are evaluated prior to admission. When this is not possible, applicants will be advised about their transfer credit requests as early as possible after they are matriculated.
- Credit for courses completed with a grade of “C-” or above at regionally accredited institutions higher education is generally transferred. Credit for courses taken at accredited foreign institutions of higher education may also be considered for transfer provided verifiable, supporting documents are presented
- The Registrar, in consultation with the Vice President for Academic Affairs, makes a preliminary assessment of the transfer credit requests and prepares a recommendation to the appropriate program faculty who are knowledgeable in the subject matter about credit transferability and how the courses would transfer to Divine Word College.
- Responsibility for recommending transfer credits for approval by Academic Affairs rests primarily with the program faculty who are content experts. On the recommendation of the faculty, the Registrar, in consultation with the Vice President for Academic Affairs, acts on the request.
- The Student may appeal the Academic Affairs’ decision to the Committee on Academic Affairs (CAA). The CAA may request additional information before hearing the appeal.
- Transferred credits are applied towards specific Divine Word College courses if the subject matter of the two courses is substantially similar. If they are not, they may be applied as elective credits in

General Education, Philosophy, Cross-Cultural Studies, or Religious Studies, as their content may be appropriate. Credits accepted for transfer but not applied to General Education, Philosophy, Cross-Cultural Studies, or Religious Studies are applied toward general elective credit. If the previous course is partly equivalent to a Divine Word College course, partial credit in the Divine Word College course may be awarded, with the remainder going to general elective credit. Decisions by the Committee on Academic Affairs are made on a basis of official course descriptions, e.g. those in another institution's catalog. Course titles alone are not sufficient evidence of equivalence or content. In some cases, additional information may be required, and prospective students who wish to transfer credits are urged to retain syllabi and other course materials as evidence of equivalence.

- Where good reason exists to doubt the quality or its learning outcomes, it is possible that credit would not be transferred, regardless of the grade awarded. For example, credits would not be transferred if the student's language or numerical skills were less than would have been necessary for satisfactory completion of the course in question or the student's knowledge of basic skills or information from the course is clearly deficient. Judgment of language and numerical skills would normally be made on the basis of placement assessment. The Committee on Academic Affairs may authorize an appropriate assessment of subject knowledge, or a student may request proficiency testing to support an application for transfer. In such instances, students will be given sufficient information about the content area that will be covered by the test and reasonable advanced notice so that they may effectively prepare for the test.
- Regardless of the grade a student has earned in a course taken at another institution, a judgment of language and numerical skills would be made on the basis of the required placement tests. (Please refer to Placement Tests). Students who fail the placement tests will be required to take the prescribed language and numerical skills courses.

Students who are transferring to Divine Word College and have appropriate math credits from another accredited institution will not be required to take the Math Placement Test.

- In transferring credit, quarter hours are converted to semester hours.
- Since the grade point average is computed solely on courses taken in residence, quality points are not transferable.

# Academic Regulations

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## *Transferring credits from another institution for courses taken after matriculation*

- Courses taken at another college or in summer sessions after matriculation at Divine Word College, if accepted, are computed and added to credits as for courses taken at Divine Word College, and are computed in the grade point average. (Refer to the Course Variations section.)
  
- Students already matriculated in a degree program at Divine Word College may take a limited number of courses at other institutions to transfer to Divine Word College for any combination of the following reasons or goals:
  - to gain added skills, proficiencies, knowledge, or perspectives;
  - to avoid overloads (more than 18 credit hours) in later semesters;
  - to permit an underload for purposes of discernment, as approved by the academic advisor and formator;
  - to graduate on time, avoiding an extra semester in which only one or two courses would be needed, or
  - where necessary because the student is behind in a sequence of required courses.
  
- Students who wish to transfer credit from these courses to Divine Word College should have them pre-approved by the Faculty Advisor and the Vice President for Academic Affairs. Approval is normally given if the course is not offered at Divine Word College and will be transferred as a general elective, elective within the major, or elective within the minor. Preference should be given to courses that are not essentially the same as those offered at Divine Word College. One example would be where a student has a valid reason to need summer credits but already has so much elective credit that no more credit can be applied. Another might be where a student has failed a course that is a prerequisite for needed courses and must repeat it in summer school at another institution in order to complete the sequence on time. NOTE: Failure of the student to plan sequences is not a valid reason to take required Divine Word College courses at another institution.

- The Registrar in consultation with the Vice President for Academic Affairs sets deadlines and procedures for application for the approval of summer courses. It is important to have as much description of the prospective courses as possible, minimally a catalog description, preferably something more detailed.
- Students enrolled in English as a Second Language at Divine Word College are encouraged to enroll in summer courses at other institutions designed to help them improve their English proficiencies. Matriculated students are also encouraged to take courses to improve specific English skills. These non-credit courses do not require pre-approval, but students should check their content with members of the ESL teaching staff beforehand to ensure that the courses meet the student's needs.

## Class Attendance

- Students are required to attend every session of courses in which they are registered. A student who is absent must receive permission from the Dean of Students and the Vice President for Academic Affairs. The student is responsible for completing all class work and missed assignments. Students who miss examinations or other assignments because of an excused absence or because of a medical emergency will be permitted to make them up. In other instances, the instructor determines whether or not students can make up missed examinations or assignments.
- Excused absences totaling a third of the total course sessions will lead to loss of credits unless the instructor and Vice President for Academic Affairs approve a make-up plan.
- Unexcused absences totaling more than the number of credit hours in the course will lead to failure in the course. When a student misses as many classes as the course has credit hours, the instructor gives a written notice of possible course failure to the student, the Vice President for Academic Affairs, and the Dean of Students.
- A student who is more than 10 minutes late for class may be marked absent.
- A student's failure to return to the College from a vacation period on dates specified in the Divine Word College Activities Calendar ordinarily results in that student being placed on disciplinary probation. A student needing to return later than the calendar specified dates should discuss the situation with the Dean of Students well in advance of the departure for the vacation period. The Dean of Students and the Student Activities and Welfare (SAW) Committee evaluates any extenuating circumstances, such as unpredictable weather delays or unavoidable public travel delays that may have contributed to a student's unexcused absence. Unexcused late arrival for a student already under the sanction of disciplinary probation may result in the student's dismissal from the College.

## Schedule of Classes

A schedule of classes is published at the beginning of each semester indicating the instructor, class time, and classroom for the courses being offered. Courses with insufficient registration may be canceled.

## Academic Advising

The purpose of academic advising is to foster the intellectual development of students by offering assistance and guidance in all aspects of their academic program. Specifically, Academic Advisors provide the following services:

- Initiates meetings with new students after registration within two weeks of the new term and again at mid-term to ascertain how the student is adjusting and re-evaluate the student's course load.
- Meet as required with returning students in order to monitor their academic progress, inquire about their study habits, and discuss their general satisfaction/attitudes.
- Help students understand the unique nature and formative purposes of language studies and of higher education at Divine Word College.
- Discuss with students their specific long-term educational goals and how to best prepare for these goals.
- Provide students with accurate information about educational options, requirements, policies, and procedures.
- Help individuals select courses and a program of study suited to their educational goals, interests, and abilities consonant with a student enrolled in a liberal arts college-seminary.
- Ensure that students, as early as possible, have a balanced and well-planned academic program by helping them to develop a plan for the proper sequencing of courses to meet general education requirements and later prerequisites for their major.
- Assist students in monitoring and evaluating their own progress.
- Inform students of their own responsibilities for academic planning, course selection, and registration.
- Assist the non-traditional student (e.g. special learning needs or older student) with adjusting to academic college life.
- Make appropriate referrals to other College offices (e.g., Financial Aid, Counseling).
- Distribute and discuss the student's fall semester grade reports.

# Academic Regulations

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- Check advisees' online grades on a regular basis and contact instructors as needed for specific information relating to students' progress.
- Set up additional meetings as needed to recommend tutoring, modifying schedule, or offering advice about study habits, time management, or similar topics.
- Assist student on academic probation in making specific plans for improving academic standing.
- Designate and post office hours in which the advisor is readily available.
- Keep accurate records and notes of advisement with the student.

Students should familiarize themselves with the advising procedures and maintain periodic contact with their advisor. The actual frequency of meetings will be determined by the needs of the student, the advisor, and the governing regulations of the College as outlined in the *Student Handbook*.

The responsibilities of the advisee are to:

- Become familiar with the College Catalog, especially with the ESL requirements, General Education requirements, and the requirements of the major programs as needed.
- Schedule meetings with the advisor at least three times a semester.
- Be prepared with accurate information for appointments with the advisor. (This includes not only information on academic majors, minor, and electives, but also the rules and regulations in force as stated in the College Catalog.)
- Develop a four-year plan with your advisor by the end of the fourth semester.
- Follow through on action plans identified during each advisement meeting.
- Be open to advice and guidance regarding course selection and its relevance to vocational and long-term educational goals.
- Develop a balanced and well-planned academic program and proper sequencing of courses to meet general education requirements and later prerequisites for the major.

- Pick up fall semester grades from the advisor, and be willing to discuss progress and goals related to those grades.
- Stay focused on the entire academic experience as integral to formation.
- Request re-assignment to a different advisor from the Vice President for Academic Affairs, if necessary.
- Accept final responsibility for all decisions.

## Registration/Pre-registration

Toward the end of each semester, pre-registration is held for the following semester. This does not complete the registration procedure. Verification must follow on the day of registration, held at the beginning of each semester. The registration is completed when a student's registration card, signed by the advisor, is accepted by the Registrar. Freshmen register for their first semester during the days of orientation. Students who do not complete pre-registration and/or registration during the time prescribed must pay a fee of \$5 in advance, unless excused by the Vice President for Academic Affairs.

## Change of Registration

### Drop/Add/Change

- Classes may be dropped, added, or changed during the first two weeks of classes upon payment of \$5 for each change. Only one charge applies if a course is dropped and another added on the same form. No charge applies if classes are canceled, changed by the College, or if the student drops the course on the recommendation of his advisor or the course instructor.
- The student obtains a "Change of Registration" form from the Vice-President for Academic Affairs, obtains the approval of the change from his academic advisor, notifies instructors involved, and returns the form with the appropriate signatures to the Vice President for Academic Affairs for final approval.

# Academic Regulations

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- Course changes will not ordinarily be allowed after completion of the second week of classes. Exceptions are authorized by the Vice President for Academic Affairs.

## Withdrawal

- To withdraw from a course, regulations “a” and “b” under “Drop/Add/Change” are to be followed.
- The deadline to submit a written request for withdrawal is five class days after the date of mid-semester. Only in exceptional cases will a request for withdrawal beyond this date be considered.
- If permission is given for withdrawal from a course, a grade of “WP” (Withdrawal Pass) or “WF” (Withdrawal Fail) is given according to the teacher’s evaluation of course work completed. A grade of “F” (Failure) is given for any course dropped without authorized approval.

## Auditing of Classes

Auditing of classes is governed by the following policies:

- The student must obtain the approval of the instructor of the course, the academic advisor, and the Vice President for Academic Affairs.
- Auditors are expected to attend all classes, but they are not responsible for assignments, tests, and examinations unless required by the instructor.

## General Requirements for a Degree

The candidate must fulfill the following requirements:

- **General Education Program**

A student completes a general education program as described in the section under Academic Programs.

- **Major**

- A student must apply for admission to the program of his intended major no later than the end of the sophomore year. The application forms may be obtained from the College's Registrar.
- The candidate must complete requirements for a major and earn a cumulative 2.00 grade point average in the courses within the major.
- The candidate must complete all degree requirements specified in the College Catalog in effect at the time the student selected his field of concentration, unless otherwise specified or a waiver is granted.

- **Minor Program**

Regardless of the major, all students must earn a minor in another area of study. Cross-cultural education is a distinctive feature of all DWC programs. Therefore, all graduates of DWC must meet the requirements of either a major or a minor in cross-cultural studies. All priesthood candidates must either major in philosophy or have a minimum of 30 credit hours in philosophy. In either case, they must also earn a minor in cross-cultural studies. Students who major in cross-cultural studies must complete the requirements for a minor in philosophy or theology. All religious studies majors must also earn a minor in cross-cultural studies. Requests for an alternative minor as an exception to this policy may be granted on an individual basis by the Vice President for Academic Affairs.

- **Associate of Arts Degree in Cross-Cultural Studies**

A student who is seeking the “Associate of Arts in Cross-Cultural Studies” as a Brother Candidate must apply and be officially accepted to this program, preferably at the beginning of their first semester in the regular College program. Until a student is accepted as an official candidate in this program he is considered an undeclared degree candidate and is subject to the normal College General Education requirements.

- **Policy Regarding Students Seeking a Second Degree from Divine Word College**

Students wishing to complete a second degree at Divine Word College must meet the following requirements.

- One full year in residence as a full-time student at Divine Word College.
- The Divine Word College degree is in a different major or field of concentration than the first degree. No more than six credit hours from a major in the first degree and no more than twelve credit hours total from the first institution may be transferred into the Divine Word College major.
- All requirements must be met for the Divine Word College major and minor. A corresponding minor taken at the first institution might be approved as sufficient even though it does not meet all Divine Word College requirements.
- If the first institution has a general education or core program that meets the same broad liberal arts objectives as the Divine Word College general education, the student does not have to complete the Divine Word College General Education program. Adequacy is the judgment of Committee on Academic Affairs, which may require completion of some part of the Divine Word College General Education program if it is felt that the first institution’s core program was not wholly adequate.

## ▪ Assessment Program

Students participate in an ongoing assessment of ability and progress in academic skills and in formation. This comprehensive assessment program consists of the following components:

- **ESL Assessment** – In addition to careful, systematic assessment of proficiency by the ESL faculty, ESL students may be required to take an English proficiency test and submit a timed writing sample each semester. Students may periodically be required to take the University of Michigan English Placement Test for diagnostic purposes.
- **Placement Test** – During orientation, all new freshmen and transfer students pursuing a degree take the ASSET Numerical Skills and Intermediate Algebra Test and submit a timed writing sample so that they can be placed into the appropriate math and composition classes.
- **Entrance/Exit Examination** – During orientation, all new freshmen and transfer students pursuing a degree take the ASSET Tests for Reading and Writing Skills and the Descriptive Test of Critical Reasoning. Test results serve as a basis for comparison to national norms and to results of exit tests (alternate forms of those above), which they take in November of their senior year. While these tests do not affect student grades or transcripts, they provide the College a measure of improvement in important skills. In borderline cases, they also provide additional data to aid in placement decisions.
- **Skills Assessment Across the Curriculum** – To encourage a cross-curricular emphasis on continual improvement of essential skills, the College has established two portfolio programs. Students' participation and performance in these programs throughout their education at Divine Word College is indicated on their permanent transcripts.
  - *Speech Portfolio* – The speech portfolio program aids students in developing good skills in the preparation and delivery of public speeches. Students are required to give one 6-8 minute

speech per academic year in a classroom setting. In preparation for the speech, each student is assigned a two-week period within a specific semester, during which the student schedules a speech. The student then meets twice with the director of the program for coaching. The final speech is given before a classroom audience and three faculty jurors. It is videotaped and evaluated by the three jurors who give scores for content, organization and delivery. As a follow-up, the student meets with the director to view the tape and discuss the summary of the juror's evaluation of the speech. The student receives a printed copy of the summary. Scores for each speech are included in the student's final transcript packet.

- *Writing Portfolio* – The writing portfolio program helps students assess and monitor the development of their writing skills. Each student submits one paper each semester, which is routinely routed through an online screening process and then evaluated by a faculty review committee. Faculty members evaluate the paper and confer with the student about the student's progress in writing. Student transcripts indicate the level of writing proficiency each candidate has achieved upon graduation from Divine Word College.
- **General Education** – Students seeking a degree complete two General Education assessments: One in the first semester of the sophomore year and the other in the first semester of the senior year. Test results serve as a basis for General Education program improvements. In addition, results of the senior level test will help the College to evaluate individual progress from the sophomore year.

- **Assessment in the Majors** – Students’ accountability for knowledge and skills required in the majors is encouraged through comprehensive in-depth application of what they have learned by their senior year.
  - *Cross-Cultural Studies, the Senior Comprehensive Examination* – Students majoring in Cross-Cultural Studies take the comprehensive examination during their final semester. Upon declaring the major, they receive an eleven-page handout describing projected learning outcomes, preparation for the examination and the format of the examination. A grade of “D-” or higher is required for graduation in the major. In the event of failure, a student may re-take the examination once. All program faculty read the extemporaneous essays. At least two read the current affairs essay.
  - The comprehensive examination has three parts. A global knowledge test (1/4 of the examination grade) measures students’ abilities to locate geographical entities, political forms, economic status, dominant religious affiliations, and miscellaneous cultural features. A current affairs essay (1/4 of the grade) measures ability to write an extended, coherent, and informed essay on a prominent issue or series of recent events. A set of extemporaneous essays (1/2 of the grade) measures students’ retention of conceptual frameworks, theoretical, and methodological questions, specific analytical skills and information from the courses they have completed.
  - *Current Affairs Seminar* – The Current Affairs Seminar is offered as a sequence of three one credit-hour courses (CCS 281-283), each of them offered every semester. The sequence is now required of all majors. Majors taking the capstone third course of the sequence are expected to master major print and electronic

sources and demonstrate the ability to integrate information from those sources with knowledge and perspectives gained in prior courses in the major.

- *Philosophy Capstone Senior Seminar* – The senior seminar is the capstone course of the philosophy program and as such it provides a convenient tool to assess the general objectives of the program. A strong basis in philosophical ideas from previous classes is essential for success in this seminar, which brings philosophical inquiry into life within the contexts of the sciences, literature, art, and music. Students are challenged to identify philosophical presuppositions, to detect how different philosophical areas interconnect to form a worldview and to respond with a worldview of their own. Short analytical papers, a senior capstone philosophy paper describing the student's own developing philosophy, a comprehensive exam in philosophy, and a final examination assess both the student's ability in the course and the overall success of the Philosophy Program. The comprehensive exam in philosophy is in four parts. Students must write essay answers to questions in metaphysics, epistemology, ethics and philosophy of human nature. The comprehensive is given early in the spring semester and takes a total of four hours. Students must pass each part of the comprehensive exam with a grade of "D-" or above. Students failing a part of the test will have the opportunity to re-take it later in the semester. Students must also earn a passing grade on the senior capstone philosophy paper. By means of this seminar, the philosophy faculty is able to assess the strengths and weaknesses of students' philosophical knowledge, their ability to integrate what they have learned with other aspects of their lives and the extent to which the students and faculty have achieved the general objectives of the program.

- *Assessment in Religious Studies* – In addition to course-specific assessment activities, the program’s overall effectiveness will be assessed through a comprehensive examination and a capstone paper that will require students to reflect theologically on what they have learned through their practical ministerial experiences.
- **Non-Academic Formation Assessment (The Religious Formation Program)** – The purpose of the Religious Formation Program is to enable students to become a healthy, integrated person, committed to a life formed after Jesus Christ, so that they can then make a free and mature decision regarding their life’s vocation. The aim of assessment in the program is to foster growth and maturity in four major areas: personal maturity, relationship to community, relationship to Christ, and apostolic/religious/missionary vocation. In order to assess growth of students in these areas, the Formation Team uses a process that combines weekly formation group conferences, questionnaires, interviews, and evaluation by peers and formators.

## Graduation Requirements

- **Credit Hours** - 125 credit hours are required for graduation.
- **Grade Point Average** - The candidate must have a grade point average of 2.00 or more for all college work attempted.
- **Residence** - The candidate must spend at least the last 30 credit hours of instruction in residence at the College and must pass at least six credit hours in the major. Exceptions may be made by the Committee on Academic Affairs.

## Examinations and Tests

- **Placement Tests:** All incoming students are given tests in reading and composition. Placement in composition courses is dependent on the results of these tests. All new freshmen and transfer students pursuing a degree will also take a mathematics placement test. Placement in mathematics courses is dependent on the results of these tests. In addition to other placement tests, an English proficiency test will be given to all non-native speakers of English who were unable to submit a TOEFL score with their application or whose TOEFL scores are over a year old. At its discretion, the College may require that other tests be taken. Those who do not pass the placement test(s) are required to take a non-credit developmental course in that area and pass the course with a grade of “C-” before proceeding into any other courses in that area.
- **Proficiency Examination:** Students wishing to obtain credit and advanced standing based on work done outside of a course of instruction at the College may do so by passing an examination in the subject as may be prescribed by the program concerned. College credit will be granted only for a grade of “C-” or above.
- **Transfer Credit by Examination (TCE):** Transfer students with only unofficial or uncertifiable transcripts of courses taken in a foreign higher educational system may take exams for recognition of these courses. Specific regulations may be obtained from the Vice President for Academic Affairs.
- **Examinations:** Semester Examinations last a double period only for courses of two credits or more. Unless stipulated in the Catalog or in the course syllabus, semester examinations are given in all courses.

- **Late Testing:** There is a late-testing charge of \$5 for all testing taken outside of the regular scheduled times. This includes placement tests, semester examinations, assessment tests and, comprehensive tests.

## Grade Reports

Student grade reports are issued at the end of each semester. Freshman grade reports at the end of the semester are sent directly to the parents from the office of the Registrar if the student is below 18 years of age. A duplicate copy is given to the student.

## Academic Honor Code

As members of an academic community that places a high value on truth, ethical conduct, and the pursuit of knowledge, Divine Word College students are expected to be honest in every phase of their academic life and to present as their own work only that which is genuinely theirs. Unless otherwise specified by the professor, students must complete homework assignments by themselves (or if on a team assignment, with only their team members). If they utilize sources or receive assistance of any kind, they are expected to cite the source and indicate the extent of the assistance. Each student has the responsibility to maintain the highest standard of academic integrity and to refrain from cheating, plagiarism, or any other form of academic dishonesty.

- A student using dishonest means is subject to referral before the Student Activities and Welfare Committee for disciplinary action.
- Plagiarism is a major form of academic dishonesty, involving the presentation of the work of another as one's own. Plagiarism includes but is not limited to the following:
  - Submitting as one's own work a report, examination paper, computer file, lab report, or other assignment that has been prepared by someone else. This includes research papers, articles, reports, drawings, or other forms of intellectual property obtained from any other person, agency, or source, including the Internet.
  - The direct copying of any source that is someone else's, such as written and verbal material, computer files, audio disks, video programs, or musical scores, whether published or unpublished, in whole or in part, without proper acknowledgment.

# Academic Regulations

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- The paraphrasing of another’s work or ideas without proper acknowledgments.
- Copying any part of any source with only minor changes in wording and syntax, even with acknowledgment.
- The sanctions provided for any form of academic dishonesty are outlined in the Student Handbook.

## Grade Changes

Under normal circumstances, only the faculty member administering the course may change a grade. Routine changes in grades are permitted only when a computational error has been made. A student who thinks that s/he has received an improper grade must confer with or notify the faculty member immediately upon receipt of the grade. When conferring with the faculty member, it is appropriate for the student to bring the course syllabus, all graded assignments, quizzes, and tests for the interview. All grades are final three months after they are posted.

## Grade Appeals

When a student elects to appeal a course grade that s/he believes to be improper, the student shall confer with the course instructor within thirty (30) days from the date that the grade is recorded by the Registrar’s office. During this interview, the student should bring the materials noted above in the section “Grade Changes.” If the issue is not resolved between the student and the instructor, the student may appeal to the program chair. If the issue continues to be unresolved, it may then be appealed in writing, with appropriate documentation, to the Vice President for Academic Affairs. If appropriate, the Vice President for Academic Affairs may request a third-party, neutral, faculty member to review the submitted documentation and submit a recommendation. Upon receipt of the recommendation and/or a request for a hearing, the Vice President for Academic Affairs will evaluate all the submitted materials and make a final determination concerning the student’s grade appeal. The student and the instructor will be notified in writing of this final determination. Once a final decision has been made at this level, the student shall not have any further appeals. Any change of grade will be initiated by the Vice President for Academic Affairs through the Registrar’s office.

## Grading System

The College uses the following letter system to evaluate course work:

Grade Point Value		
A	Outstanding	4.00
A-		3.67
B+		3.33
B	Very Good	3.00
B-		2.67
C+		2.33
C	Satisfactory	2.00
C-		1.67
D+		1.33
D	Poor	1.00
D-		0.67
F	Failure	
I	Incomplete	

*“I” indicates the course work has been satisfactory but, because of illness or other circumstances beyond the student’s control, the student is unable to complete the course work by the end of the semester. **The student must petition the instructor for the approval of the Incomplete.** Under normal circumstances, the course work must be completed within three weeks after the last day of exams for that semester. If an extension of time is necessary, the Vice President for Academic Affairs must approve the extension. If the course work is not completed within the designated time, the “I” becomes an “F”.*

- AU Registered Audit  
Indicates the student attended and fulfilled all requirements as an auditing student. No grade or credit is given.
- WF Withdrawal Fail  
Indicates an authorized withdrawal from a course while failing. A grade of “WF” is not computed in the grade point average, but is counted among attempted courses.

# Academic Regulations

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- WP**      **Withdrawal Pass**  
Indicates an authorized withdrawal from a course while passing. A grade of “WP” is not computed in the grade point average, but is counted among attempted courses.
- P/F**      **Pass/Fail**  
The Pass/Fail option encourages students to explore courses. P/F grades are included in the student’s transcript. Requests for P/F option require the signature of the advisor and the instructor, and must be made to the Registrar by the deadline for pre-registration.
- P/F courses may not be used to fulfill major or minor requirements.
  - Core curriculum courses cannot be taken on a P/F basis.
  - A student on academic probation may not register for any course on a P/F basis.
  - A “P” grade satisfies prerequisites.
  - A grade of “P” indicates “C-” or above evaluation. A grade of “P” is not computed in the grade point average, but is counted among attempted and earned courses.
  - A grade of “F” is computed in the grade point average and is counted among attempted courses. The exception is Freshman ESL. See course description (ESL 184).
- NG**      **No Grade**  
When a student in the Intensive English Language Institute misses more than 10 percent of the class hours for a particular course, a grade of “NG” will appear on the student’s transcript. A student receiving a grade of “NG” may still be promoted on his English proficiency.

## Grade Point Average

**Semester Average:** The academic standing at the end of any semester is determined by the ratio of the total number of grade points received to the total number of credit hours carried in that semester.

**Cumulative Grade Point Average** is the average of all courses taken at and recognized at the College.

**Major Field Average** is computed from the total courses taken within the major.

## Retaking a Course

- A student who receives a final grade of “D” or “F” in a course may retake the course at the College or during the summer at an accredited college that is approved in advance by the Committee on Academic Affairs. In the computation of the grade point average, only the latest grade is included.
- The original grade is not expunged from the record, but is noted as a repeated course.
- Retaking a course after credit has been granted does not result in additional credit.

## Academic Probation

- Failure to maintain the following minimum cumulative grade point average automatically places a student on academic probation: 1.7 for freshmen at the end of the first semester; 1.8 for freshmen at the end of the freshmen year; 1.9 for sophomores at the end of the first semester; 2.0 for sophomores at the end of the sophomore year; 2.0 for all Juniors, Seniors, and Associates. Classification as freshmen, sophomores, etc., is determined by the number of credits earned or accepted toward graduation as indicated under “Student Classification” in the College Catalog.
- A student on academic probation is to be given a written warning by the Vice President for Academic Affairs as to his/her status together with a statement of procedure. If a student is under 18 years of age, parents or guardians are notified concerning probationary status.

# Academic Regulations

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- Students should not take more than 15 credit or non-credit hours during semesters in which they are on academic probation. For an exception, the student must appeal to the Committee on Academic Affairs.
- A student's academic advisor may recommend that a student take fewer than 15 credit hours during the semester(s) of academic probation. The advisor has the right to refuse to sign the student's registration form should the student choose not to follow the advisor's counsel. The student may appeal the advisor's decision to the Vice President for Academic Affairs with right of appeal to the Committee on Academic Affairs.
- Whenever a student is placed on academic probation, the Committee on Student Activities and Welfare will:
  - consider the student's case promptly.
  - consider non-academic talents, and especially vocational growth of the student, in establishing the conditions for remaining as a student at the College.
  - establish the conditions under which the student may return to good standing.
  - determine automatic refusal of registration to be effective at the end of any semester in which the student fails to satisfy the conditions set by the Committee.
  - determine immediate dismissal if it is obvious that the student will not satisfy the conditions set by the Committee.
  - reconsider the student's case at the beginning of each succeeding semester in which the student is on probation.
- After being placed on academic probation, the student has a maximum of two semesters to attain the required minimum cumulative scholastic average. If there are compelling extenuating circumstances, the student has three semesters to attain the required minimum cumulative scholastic average.
- A student may appeal the decision of the Committee on Student Activities and Welfare to the President.
- Dismissal is automatic if the student does not attain the minimum cumulative scholastic average for the student's classification by the end of:

- two semesters after being placed on academic probation,
  - the one semester extension for compelling, extenuating circumstances,
  - the sophomore year,
  - three semesters on academic probation, whether the semesters are consecutive or not consecutive.
- A student must meet the standards of satisfactory progress for continued eligibility in the federal student aid programs. These are listed in the Student Financial Resources section.

## Disciplinary Probation

The College expects the students to maintain the standards of conduct and good citizenship outlined in the Student Handbook. This document also describes the disciplinary regulations and due process.

## Academic Honors

- **Dean's List**

Full-time students whose grade point averages are 3.50 or above in a given semester are eligible for citation for distinguished scholarship. The Dean's List is published at the end of each semester. Anyone who has received an "I" or "F" is automatically disqualified.

- **Graduation Honors**

Academic honors are awarded in recognition of superior scholarship. These honors are announced at commencement and are inscribed on the recipient's diploma.

- The distinction *SUMMA CUM LAUDE* is given to a student whose grade point average is 3.80 or above.
- The distinction *MAGNA CUM LAUDE* is given to a student whose grade point average is 3.50 or above.

- The distinction *CUM LAUDE* is given to a student whose grade point average is 3.20 or above.

## Course Variations

### ▪ Courses at Other Institutions

Courses may be taken at other accredited institutions to fulfill academic requirements. Students already matriculated at the College who desire to take courses at another institution as well, should submit the course(s) with the course description(s) to the Committee on Academic Affairs for approval. The Committee approves general education credits that fulfill graduation requirements; program chairs approve credits that fulfill requirements of degrees within their program. These courses are considered courses taken in residence and are computed in the grade point average.

### ▪ Seminars

Seminars focus on the scholarly investigation of particular themes in an area in which students already have a general background, with a view to deeper understanding of the basic sources, tools of research, and methods of reporting in that area of study. Such understanding is achieved chiefly through the supervised preparation of a seminar paper and discussions of problems pertinent to the topics of the course.

### ▪ Individual Studies

A maximum of six credits will be allowed in a field of concentration for any of the individual studies as defined below, provided the program chair approves. Outside the field of concentration, no limit is established for the number of credits that may be earned in this way, provided the courses are in harmony with the student's academic program.

- **Distance Learning**

Correspondence, online, or TV courses may be taken under the guidance of a Divine Word College instructor with an appropriate expertise and may be recognized for credit by the College. The courses must have prior approval by the Committee on Academic Affairs, which also approves acceptance of credit.

- **Directed Studies**

Students may take courses privately, under the direction of an instructor, in a mutually selected area. Interviews are held periodically to ensure that a student is pursuing the goals of the course. A written or oral examination is required to measure achievement. Such studies may be undertaken by students who have a 3.50 grade point average and who have received prior approval from the program chair.

## Application for Graduation

Applicants for a degree must file an application with the Vice President for Academic Affairs before the end of the third week of the semester in which they intend to graduate. A graduation fee of \$40 is required and must be paid to the Business Office.

## Student Records

The policy of Divine Word College relating to confidentiality of student educational records is in keeping with the “Family Educational Rights and Privacy Act of 1974 as Amended.” The statute governs access to records maintained by educational institutions and the release of educational information.

Briefly, the rights guaranteed to students are:

- The right to inspect and review their educational records.
- The right to a hearing to challenge and amend the content of their educational records if it is found that they are inaccurate or otherwise inappropriate.
- The right to request and receive copies of all or part of their records. (There is a charge of \$5 per copy and 25 cents per page for any other documents.)

Student records or personally identifiable information may not be released without the written consent of the student to anyone except school officials or specified individuals or agencies who have legitimate educational interests.

# Academic Regulations

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The College may release “Directory Information” without written consent unless the student specifically requests that such information not be released. The following “Directory Information” may be released: name, address, telephone listing, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous school or institution attended, class schedule information, and other similar information.

## Withdrawal from the College

A student officially withdraws from the College on the date a written statement to this effect is received by the Registrar. Students are required to complete the “Withdrawal Form” which can be obtained from the Vice President for Academic Affairs. This policy applies to students who withdraw at the end of or during an academic semester.

Students who officially withdraw during an academic year are given a “WP” or “WF” for each course based on the instructor’s evaluation of the student’s class performance up to the time of withdrawal. Students who withdraw unofficially during an academic year, i.e. without completing the requisite form for withdrawal from classes and from the College, receive an “F” grade in all classes listed on their official registration.

Under specified and limited circumstances, a student who withdraws during an academic semester may request permission from the Committee on Academic Affairs to complete course work by correspondence and receive a grade for the courses enrolled in at the time of withdrawal. Conditions that warrant the granting of such permission are outlined in the Faculty Handbook.

## Transcripts

A transcript is the permanent academic record of the student. An official transcript is a copy bearing the College seal and the signature of the Registrar and is sent directly to the institution designated by the student. An unofficial transcript bears no seal or signature. Each student is entitled to one free official copy and one free unofficial “Student Copy” for his or her personal records.

Requests for transcripts will be honored only if the request is made in **writing** by the student to the office of the Registrar and is accompanied by the \$5 fee. Information regarding online transcript requests can be obtained by accessing the College’s Web site at [www.dwci.edu](http://www.dwci.edu). Ordinarily, the College does not release transcripts until all financial obligations have been met.

# Academic PROGRAMS



## General Information

This section of the Catalog contains the general objectives, degree requirements, and a listing of courses with brief descriptions offered within each program. It is intended to guide students in planning their degree program in an area of concentration.

Some courses are cross-listed and offered as applicable to more than one specific area of study.

## Key to Course Numbers

The following procedure is followed in establishing course numbers:

0 - 99 --	College preparatory work, conferring no credit hours
100-199 --	Freshman Courses
200-299 --	Sophomore Courses
300-399 --	Junior Courses
400-499 --	Senior Courses

The prefix indicates the subject area. The first digit indicates the year the course is normally taken. The second digit indicates the division of topics within the subject area. The third digit may indicate a further breakdown within the topic.

Example:	PHI--	Philosophy
	PHI 100 --	Freshman course
	PHI 110 --	History of Philosophy
	PHI 115 --	Ancient Philosophy

Roman numerals after the course name indicate the number of courses the particular subject is divided into, such as Humans in the Biosphere, I, II.

## Semester Designation

Courses are designated as being offered every semester, once per year, or on a regular two-year cycle. Other courses are not offered on a regularly scheduled basis, but are offered as needed if there is sufficient interest.

After the brief description of each course, the prerequisites for the course are given and also when the course is offered, e.g., Fall.

## Divine Word College Core Curriculum

The primary goal of the Divine Word College general education core curriculum is to provide undergraduate students with a thorough grounding in the liberal arts centered on Catholic traditions and SVD values. Additionally, this program offers students valuable insights into themselves and the world in which they live as they discern whether God is calling them to become missionaries in the spirit of the Society of the Divine Word. Finally, the core curriculum teaches and supports habits of creative and critical thinking essential to lifelong learning resting on a foundation in the liberal arts further refined in the college's Philosophy and Cross-Cultural Studies programs.

### Outcome Areas of Undergraduate Learning in the Core Curriculum

- **Language Proficiency**
  - Express ideas logically, clearly, and correctly in speaking and writing
  - Organize, synthesize and summarize ideas from multiple sources
- **Quantitative and Critical Thinking Skills**
  - Analyze data using radical, quadratic, and exponential expressions
  - Understand the basic statistical tools and their limitations
  - Construct and evaluate arguments logically
- **Social and Behavioral Sciences**
  - Analyze behavior which differs from familiar norms and explain that behavior in its own cultural context
  - Critique claims and arguments about social and individual behavior
  - Explain past and present social, economic, and political trends throughout the world
- **Fine Arts**
  - Develop and support interpretations of works of art, music, and literature

## Academic Programs

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- Demonstrate specific skills and concrete applications of artistic concepts
- Analyze art, literature, or music as a means of expressing the human condition
  
- **Natural Sciences**
  - Understand scientific method and standards of evidence well enough to read critically scientific data and summaries of scientific data
  - Intelligently and persuasively argue on scientific grounds prominent scientific theories
  
- **Theology**
  - Describe faith's many cultural expressions
  - Examine faith critically in the context of the principal themes of Judeo-Christian scriptures, the basic teachings of the church, and traditional and contemporary theologies
  - Demonstrate openness to the plurality of belief systems which exist in the world, while developing theological tools necessary for their future roles as missionaries

## General Education Core Curriculum

<b>Language Proficiency</b>		<b>9 Credit Hours</b>
ENG 111	Expository Communication	3
ENG 112	Research and Rhetoric	3
COM 112	Speech	3
<b>Quantitative and Critical Thinking Skills</b>		<b>6 Credit Hours</b>
MAT 121	Introduction to College Mathematics	3
PHI 102	Logic	3
<b>Theology</b>		<b>12 Credit Hours</b>
THE 131	Introduction to Theology	3
THE 111	Old Testament	3
THE 212	New Testament	3
THE/CCS 293	World Religions	3
<b>Fine Arts</b>		<b>9 Credit Hours</b>
ART 110	Elements of Art	1
ENG 110	Approaches to Literature	1
MUS 110	Elements of Music	1
HUM 276	Humanities Survey I	3
HUM 277	Humanities Survey II	3
<b>Social and Behavioral Sciences</b>		<b>12 Credit Hours</b>
SSC 161	Introduction to World Politics & Economy	3
SSC 113	Introduction to Psychology	3
HIS 211	World History I	3
HIS 212	World History II	3
<b>Natural Sciences</b>		<b>8 Credit Hours</b>
SCI 211	Physical Sciences	4
BIO 221	Life Sciences	4
<b>General Electives</b>		<b>3 Credit Hours</b>
<b>TOTAL General Education Core Curriculum Credits</b>		<b>59</b>

**Foreign Language (if waived, possible electives) 12 Credit Hours**

## Academic Programs

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FRENCH	FRE 111, 112	(Fundamentals I & II)	6
	FRE 213, 214	(Intermediate I & II)	6
SPANISH	SPA 121, 122	(Fundamentals I & II)	6
	SPA 223, 224	(Intermediate I & II)	6
VIETNAMESE	VTN 261, 262	(Fundamentals I & II)	6
	VTN 263, 264	(Intermediate I & II)	6

## Fulfilling the Foreign Language Proficiency Requirement

In order to graduate from Divine Word College, students must be proficient in one modern language other than English. Students must demonstrate this proficiency in reading, writing, speaking and listening. Acceptable standards for this proficiency are the “intermediate/low” guidelines described in the American Council for the Teaching of Foreign Languages (ACTFL) Proficiency Guidelines (*ACTFL Proficiency Guidelines: Writing, Reading, Listening, Speaking, 1986*). Students are usually assessed for proficiency early in their academic career. If they pass the assessment test in all areas, their proficiency requirement is met. If not, they are placed appropriately in language courses taught at the College. Under normal circumstances, the required proficiency level is reached within four semesters of language study in the following courses taught at the College: Fundamental French I and II, Intermediate French I and II, Fundamental Spanish I and II, Intermediate Spanish I and II, Fundamental Vietnamese I and II, Intermediate Vietnamese I and II.

### Special Cases:

- Graduates of secondary school taught in a language other than English meet the proficiency requirement.
- For students from Commonwealth systems, having passed an A-level exam in a modern foreign language other than English constitutes acceptable proficiency.
- Transfer students who have studied language in courses at other United States colleges are required to demonstrate proficiency.
- If a student grows up in a single language environment in early childhood and continues to make substantial use of the language after that time, he is deemed to be proficient in that language.

A student does not gain academic credit by demonstrating language proficiency but does gain the opportunity to take elective courses instead of the required language courses.

## Associate of Arts (A.A.) Degree in Cross-Cultural Studies

### General Objectives

The Associate of Arts in Cross-Cultural Studies degree offers a broad general education as well as a program of studies which fosters an appreciation of the nature, organization and dynamics of culture.

This degree program is primarily designed for brother candidates. Since brothers are trained in many occupations and professions, the Associate of Arts degree provides a foundation for further academic studies or advanced training in technical fields.

Students in the program are classified as freshmen and sophomores. Admission requirements, academic probation regulations and all other policies and procedures not specifically outlined here are identical to the four-year programs. Students are served by an advisor who is appointed by the Vice President for Academic Affairs.

### Requirements for the Associate of Arts Degree in Cross-Cultural Studies

- An application for candidacy in the Associate of Arts Degree program is generally filed with the Vice President for Academic affairs at the time of matriculation. A student who applies for the A.A. degree must be officially accepted to this program, preferably at the beginning of his first semester in the regular College program. Until a student is accepted as an official candidate in this program, he is considered an undeclared degree candidate and is subject to the normal College General Education requirements.
- Sixty credit hours, as stipulated in the curriculum, must be satisfactorily completed.
- The candidate must have a cumulative grade point average of 2.00.
- The candidate must spend at least the last two semesters of instruction in residence at Divine Word College.

# Academic Programs

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**Skills and Learning Outcomes:** See appropriate sections in the General Education Core Curriculum.

## Associate of Arts in Cross-Cultural Studies Curriculum

### Language Proficiency 9 Credit Hours

ENG.111	Expository Communication	3
ENG 112	Research and Rhetoric	3
COM 112	Speech	3

### Quantitative and Critical Thinking Skills 3 Credit Hours

MAT 121	Introduction to College Mathematics	3
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### Theology 12 Credit Hours

THE 131	Introduction to Theology	3
THE 111	Old Testament	3
THE 212	New Testament	3
	Theology elective	3

### Fine Arts 9 Credit Hours

ART 110	Elements of Art	1
MUS 110	Elements of Music	1
ENG 110	Approaches to Literature	1
HUM 276	Humanities Survey I	3
HUM 277	Humanities Survey II	3

### Social and Behavioral Sciences 18 Credit Hours

SSC 161	Introduction to World Politics & Economy	3
SSC 163	Introduction to Cultural Anthropology	3
CCS 275	Culture Area Study	3
CCS 293	World Religions	3
HIS 211	World History I	3
HIS 212	World History II	3

### Natural Sciences 4 Credit Hours

SCI 211	Physical Sciences	4
<b>OR</b>		
BIO 221	Life Sciences	4

### General Electives (5) credit hours 5 Credit Hours

**Total credits for A.A. Degree in Cross-Cultural Studies Credits 60**

## **Bachelor of Arts in Cross-Cultural Studies**

### **Objectives and Degree Requirements**

In accordance with the mission of Divine Word College, the Cross-Cultural Studies Program prepares students as future missionaries to be informed missionaries and engaged citizens of the world. The major involves the study of science, social science and humanities in global perspectives.

Students consider the effects of science, technology and environmental change on society and the consequences of human action on nature. They examine the philosophical roots of historical and contemporary movements, including colonialism, industrialization, and modern global movements in the arts. They study cultural diversity, the linkage of cultures in a single world system, current social trends, and cultural aspects of interreligious dialogue. Their study of visual arts, music and literature enriches their understanding and appreciation of the artistic process, its products, and the varied cultural and historical contexts that influence it.

### **Student Learning Outcomes**

Graduates with a major in Cross-Cultural Studies:

- are familiar with popular sources and specialized journals aimed at broad audiences;
- have sufficient knowledge and understanding of concepts and issues to follow events in science, the environment, politics, world economy, religion, visual arts, literature, and music;
- have developed a holistic understanding of the cultures they confront first hand and through text, drawing upon background knowledge and methods of analysis and criticism acquired in the major;
- have acquired the openness and the ability to understand cultures in their own context and in relation to one another;
- discuss and write about environmental issues, demonstrating an understanding of physical and biological processes and the social, economic, and political causes and effects of environmental change;
- understand the cultural and social changes resulting from modernization and globalization;
- speak and write logically, coherently and persuasively on world affairs.

## B.A. in Cross-Cultural Studies Curriculum

<b>Required Courses</b>		<b>27 Credit Hours</b>
SSC 163	Introduction to Cultural Anthropology	3
CCS 275	Culture Area Study	3
CCS 370	Introduction to Missiology	3
CCS 341	Language and Culture	3
CCS 281, 282, 283	Current Affairs Seminar (taken consecutively for 1 credit each)	3
ART 376	World Art	3
ENG 354	Contemporary World Literature	3
MUS 376	World Music	3
ENS 311	Humans in the Biosphere I	3

<b>Electives in the Major</b>		<b>9 Credit Hours</b>
A second Culture Area Course	(CCS 275)	3
ENG 353	Mythology	3
ENS 411	Humans in the Biosphere II	3
SSC 371	Anthropology and Mission	3
SSC 394	Social Psychology in Cross-Cultural Perspectives	3
SSC 445	Theories of Society and Culture	3
*CCS/PHI 219	Asian Philosophy	3

\*May be applied to both the Cross-Cultural Studies major elective and the 30 semester hours of philosophy required by the 2006 PPF.

**TOTAL Credits for the Cross-Cultural Major 36**

<b>Minor in Philosophy</b>		<b>18 Credit Hours*</b>
PHI 115	Ancient Philosophy	3
PHI 217	Modern Philosophy	3
PHI 122	Ethics	3
PHI 322	Epistemology	3
PHI 332	Metaphysics	3
PHI 371	Philosophy of God (recommended)	3

**Grand Total Credits for the Cross-Cultural Studies  
Major & Minor in Philosophy 54**

A grade of “D-” or above is required on the Cross-Cultural Studies Comprehensive Examination, described under “General Requirements for a Degree, Assessment Program.”

### Philosophy Minor

Unless special arrangements are made, students majoring in Cross-Cultural Studies earn a minor in Philosophy. For lay students and for those studying for the brotherhood and seeking a B.A. degree, arrangements can be made to pursue a minor other than philosophy.

## Bachelor of Arts in Philosophy

### Objectives and Degree Requirements

The Philosophy program strives to foster an awareness of philosophical problems basic to understanding the nature of being, knowledge, the human person, the good life, and the good society. Students are challenged to read primary works by historically important philosophers and to enter into a reflective dialogue with them. The program presents different philosophical views assisting students to discover the underlying principles and methods of these views and to critically assess them. The program seeks to help students, in the course of their studies, to experience the integration of philosophy with life and to begin development of their own Christian philosophy. In the Senior Seminar, the capstone course for the Philosophy program, students are asked to do this integration. See “Assessment in the Major.”

#### Student Learning Outcomes:

Graduates with a major in philosophy should have the requisite knowledge and critical skills to:

- read and understand, in significant detail, primary works of great philosophers;
- recognize problems and/or solutions encountered in philosophical works, be able to critically assess the corresponding strengths and weaknesses of these problems and/or solutions and pose alternatives;
- be able to think and write philosophically by using analytical and research skills;
- understand both the distinction and interconnection between the basic philosophical areas of human nature, metaphysics, ethics, epistemology, and logic;
- begin to formulate a Christian philosophical view of their own;
- detect philosophical ideas, arguments, and assumptions in fields such as film, literature, music, art, science, and theology;

# Academic Programs

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- be able to utilize diverse methods of reasoning in recognizing and evaluating good and bad arguments and have the ability to apply these skills to philosophical argumentation.

## B.A. in Philosophy Curriculum

<b>History of Philosophy</b>		<b>15 Credit Hours</b>
PHI 115	Ancient Philosophy	3
PHI 216	Medieval Philosophy	3
PHI 217	Modern Philosophy	3
PHI 318	Nineteenth Century Philosophy	3
PHI 419	Twentieth Century Philosophy	3
<b>Thematic Courses</b>		<b>12 Credit Hours</b>
PHI 122	Ethics	3
PHI/SSC 223	Philosophy of Human Nature	3
PHI 322	Epistemology	3
PHI 332	Metaphysics	3
<b>Capstone Course in the Major</b>		<b>3 Credit Hours</b>
PHI 429	Senior Seminar	3
<b>Electives</b>		<b>6 Credit Hours</b>
PHI/CCS 219	Asian Philosophy	3
PHI 323	Philosophy of the Arts	3
PHI/CCS 327	Political Philosophy	3
PHI 371	Philosophy of God	3
PHI 414	American Philosophy	3
PHI 423	Existentialism	3
PHI 424	Source Works	1-3
<b>Total Credits for the Philosophy Major</b>		<b>36</b>
<b>Minor in Cross-Cultural Studies</b>		<b>18 Credit Hours*</b>
SSC 163	Introduction to Cultural Anthropology	3
CCS 275	Culture Area Study	3
CCS 370	Introduction to Missiology	3

Students seeking a minor in the Cross-Cultural Studies program may select 6 hours of their 9 elective credits from the selection of electives open to majors. Eligible courses are Mythology (ENG 353), Humans in the Biosphere II (ENS 411), Anthropology & Mission (SSC 371), Social Psychology in Cross-Cultural Perspectives (SSC 394) and Asian Philosophy (CCS/PHI 219). The remaining credits must come from the courses required for the majors in the program.

Elective from Cross-Cultural Studies major	3
Elective from Cross-Cultural Studies curriculum	3
Elective from Cross-Cultural Studies curriculum	3

**Grand Total Credits for the Philosophy Major  
and Minor in Cross-Cultural Studies** **54**

A grade of “D-” or above is required on each of the four parts of the Philosophy Comprehensive Exam, described under “General Requirements for a Degree, Assessment Program.” In addition, a grade of “D-” or above is required on the Senior Capstone Philosophy Paper, also described under “General Requirements for a Degree, Assessment Program.”

*Logic is an essential tool of philosophy. It is a requirement for the General Education Core Curriculum and is not an elective in the Philosophy major or minor.*

\*All students majoring in Philosophy will earn a minor in Cross-Cultural Studies, unless an exception is granted by the Vice President for Academic Affairs (See **Academic Regulations**, *Minor program*).

## Associate of Arts (A.A.) Degree in Religious Studies

### General Objectives

The Associate of Arts in Religious Studies provides a fundamental theological study and a basic training in liturgical ministry. The program is offered to various groups of students that include brother candidates, sisters, and lay people. It also serves as an academic foundation for those who wish to pursue higher studies or training in this field. In addition, the program helps students nurture and strengthen their faith as it introduces and invites them to explore their engagement in the liturgical ministry of the Church.

Students are accepted into this program as freshmen and sophomores. Admission requirements and other academic policies and regulations not specifically outlined in this section are the same as for all four-year programs.

### Requirements for the Associate of Arts Degree in Religious Studies

- An application for candidacy in the Associate of Arts Degree program is generally filed with the Vice President for Academic affairs at the time of matriculation. A student who applies for the A.A. degree must be officially accepted to this program, preferably at the beginning of his first semester in the regular College program. Until a student is accepted as an official candidate in this program, he is considered an undeclared degree candidate and is subject to the normal College General Education requirements.
- Sixty credit hours, as stipulated in the curriculum, must be satisfactorily completed.
- The candidate must have a cumulative grade point average of 2.00.
- The candidate must spend at least the last two semesters of instruction in residence at Divine Word College.

### Skills and Learning Outcomes:

General Education Program: See appropriate sections in the General Education Core Curriculum.

Religious Studies program: Graduates with an A.A. in Religious Studies are expected to:

- acquire a fundamental knowledge of the religious genre and theological themes of scriptural texts and a basic understanding of exegetical approaches to interpreting those texts in their socio-religious contexts.
- understanding the function, subject-matter, and methods of Christian theology and relate this understanding to the knowledge of the origins, beliefs, ritual practices, and socio-political contexts of other religions.
- develop both a strong, living Christian faith and an open and respectful attitude toward people of other religions.
- demonstrate a knowledge of the Church's sacramental teachings and an ability sufficient to plan, organize, and lead communal, devotional, and sacramental liturgies.

## Associate of Arts in Religious Studies Curriculum

### Language Proficiency 9 Credit Hours

ENG.111	Expository Communication	3
ENG 112	Research and Rhetoric	3
COM 112	Speech	3

### Quantitative and Critical Thinking Skills 6 Credit Hours

MAT 121	Introduction to College Mathematics	3
PHI 102	Logic	3

### Theology 12 Credit Hours

THE 131	Introduction to Theology	3
THE 111	Old Testament	3
THE 212	New Testament	3
THE/CCS 293	World Religions	3

### Fine Arts 9 Credit Hours

ART 110	Elements of Art	1
MUS 110	Elements of Music	1
ENG 110	Approaches to Literature	1
HUM 276	Humanities Survey I	3
HUM 277	Humanities Survey II	3

### Social and Behavioral Sciences 9 Credit Hours

SSC 113	Introduction to Psychology	3
HIS 211	World History I	3
HIS 212	World History II	3

### Religious Studies 9 Credit Hours

THE 233	Sacraments	3
THE 263	Spirituality	3
THE 371	Liturgy Practicum	3

### Natural Sciences 4 Credit Hours

SCI 211	Physical Sciences	4
	OR	
BIO 221	Life Sciences	4

General Electives (2) credit hours	2 Credit Hours
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**Total credits for A.A. Degree in Religious Studies Credits 60**

# Bachelor of Arts in Religious Studies

## Objectives and Degree Requirements

Grounded in theology, the Bachelor of Arts in Religious Studies offers religious sisters, brothers, and lay people intellectual development, personal faith formation in the Roman Catholic tradition, and practical training for ministries. This program facilitates acquisition of knowledge, critical skills, and spiritual dispositions essential to understand, distinguish, and connect traditional Church teachings and contemporary theological trends to the practice of ministry. In preparation for cross-cultural and international mission, the curriculum takes distinctive SVD approaches to ministry and spirituality while promoting the following: (1) studies grounded in faith; (2) spiritual formation in a community setting; (3) cross-cultural awareness; (4) practical training that emphasizes ministerial experience and theological reflection; and (5) thorough preparation for religious education, other ecclesial ministries, or graduate work. Graduates will be prepared to serve the Church with sensitivity to diverse cultures and local expressions of the Christian faith, to exercise leadership in ecclesial ministries that include religious education in parishes and Catholic schools, RCIA, adult religious education, CCD, youth ministry, campus ministry, coordination of liturgy, and pastoral councils.

## Learning Outcomes

Graduates with a Major in Religious Studies:

- understand the basic doctrines and traditions of the Church;
- view these doctrines and traditions in historical and cultural contexts to derive applications for ministry today;
- distinguish between official Church teaching and theological opinion; articulate and draw practical lessons from the interactions between the two;
- recognize how the teachings and traditions of the Church find expression in diverse cultures;
- apply various methods of lay ministry and education to the particular contexts of local churches;
- integrate academic learning and personal faith experience as the foundations of ministry;
- acquire requisite attitudes and skills for dialogue with persons of other faiths, other theological orientations, and secular ideologies.

## B. A. in Religious Studies Curriculum

<b>Theoretical Theology Courses</b>	<b>18 Credit Hours</b>
THE 331 Christology	3
THE 233 Sacraments	3
THE 336 Ecclesiology	3
THE 253 Christian Ethics	3
THE 263 Spirituality	3
THE 273 Pastoral Care	3
<b>Applied Theology Courses</b>	<b>12 Credit Hours</b>
THE 351 Social Ministry	3
THE 371 Liturgy Practicum	3
THE 475 Teaching Methods	3
THE 476 Catechetical Practicum	3
<b>Electives</b>	<b>6 Credit Hours</b>
THE 315 Sacred Scripture	3
THE 335 Christian Teaching	3
THE 355 Moral Theology	3
THE 375 Church, Ministry and Liturgy	3
PHI 122 Ethics	3
PHI 371 Philosophy of God	3
PHI 332 Metaphysics	3
<b>Total Credits for B. A. in Religious Studies major</b>	<b>36</b>
<b>Minor in Cross-Cultural Studies</b>	<b>18 Credit Hours*</b>
SSC 163 Introduction to Cultural Anthropology	3
CCS 370 Introduction to Missiology	3
CCS 275 Culture Area of Study	3
Elective from Cross-Cultural Studies major	3
Elective from Cross-Cultural Studies major	3
Elective from Cross-Cultural Studies major	3
<b>Grand Total Credits for the Religious Studies Major &amp; Minor in Cross-Cultural Studies</b>	<b>54</b>

\*Students majoring in Religious Studies will earn a minor in Cross-Cultural Studies, unless an exception is granted (See Academic Regulations, *Minor Program*).

## Program Assessment

In addition to course-specific assessment activities, the program's overall effectiveness will be assessed through a comprehensive examination and a capstone paper that will require students to reflect theologically on what they have learned through their practical ministerial experiences.

## Minor Programs

### Cross-Cultural Studies Minor

The Cross-Cultural Studies minor acquaints students with cultural diversity and develops their ability to understand cultural systems other than their own. Students learn the role of missions in other cultures. They take courses that introduce them to world cultures and focus on specific regions of the world.

The normal Cross-Cultural Studies minor is 18 credit hours, as follows:

<b>Required Courses</b>	<b>9 Credit Hours</b>
SSC 163	Introduction to Cultural Anthropology 3
CCS 370	Introduction to Missiology, 3
CCS 275	Culture Area Study 3

<b>Electives</b>	<b>9 Credit Hours</b>
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Students seeking a minor in the Cross-Cultural Studies program may earn up to 6 credits of their 9 elective credits from the selection of electives open to majors. Eligible courses are Mythology (ENG 353), Humans in the Biosphere II (ENS 411), Anthropology and Mission (SSC 371), Social Psychology in Cross-Cultural Perspectives (SSC 394) and Asian Philosophy (CCS/PHI 219). The remaining credits must come from the courses required for the majors in the program.

### Philosophy Minor

The philosophy minor introduces the students to major philosophical questions. It challenges them to read primary works by historically important philosophers and to enter into a reflective dialogue with them. Students in the minor begin to see the integration of philosophy with life. The Philosophy minor consists of 18 credit hours, as follows:

<b>Required Courses</b>	<b>12 Credit Hours</b>
PHI 115      Ancient Philosophy	3
PHI 217      Modern Philosophy	3
PHI 122      Ethics	3
PHI-332      Metaphysics	3

<b>Electives Courses</b>	<b>6 Credit Hours</b>
Elective	3
Elective	3

(A recommended elective is PHI 371 Philosophy of God.)

Candidates for the priesthood complete 30 semester credits in philosophy and 12 semester credits in theology to fulfill the Program for Priestly Formation (PPF, Article 178, 179) requirements. There are also prerequisites for the CTU Track II M.Div. degree. See also “Special Requirements” below for further details.

## Theology Minor

Along with the Philosophy or Cross-Cultural Studies minors, students have the option of earning a second minor in Theology.

The Theology minor introduces students to the writing and themes of the Sacred Scriptures. It gives a general overview of the major topics of contemporary Christian theology and the major world religions. Students also have the opportunity to take courses in Christian Spirituality, Sexual Ethics, Christology, and other theological fields. The Brotherhood Formation Program requires all Brotherhood candidates to earn the Theology minor.

<b>Required Courses</b>	<b>12 Credit Hours</b>
THE 131      Introduction to Theology	3
THE 111      Old Testament	3
THE 212      New Testament	3
THE 293      World Religions	3

<b>Elective Courses</b>	<b>6 Credit Hours</b>
At least two of the following for three (3) credit hours each.	
THE 233      Sacraments	3
THE 315      Special Topics in Sacred Scriptures	3
THE 335      Special Topics in Christian Teaching	3
THE 355      Special Topics in Moral Theology	3
THE 375      Special Topics in Church, Ministry, & Liturgy	3

## Special Requirements

### Candidates for Brotherhood

Requirements will be met by pursuing the associate degree or the baccalaureate degree.

### Candidates for Priesthood

**1. Philosophy**

Currently, candidates for the priesthood must have taken 30 semester credits in philosophy and 12 semester credits in theology (Program for Priestly Formation (PPF), article 178, 179). This includes either the major in philosophy or the 18 credit hour minor in philosophy, plus 12 additional credit hours in philosophy to be composed of Logic (PHI 102) and Epistemology (PHI 322). There are also prerequisite requirements for the Catholic Theological Union Track II M.Div. degree.

**2. Theology**

The PPF (article 179) currently requires 12 semester credits in theology. Divine Word College encourages all students to enroll in elective theology courses after completion of the required theology courses of THE 131 Introduction to Theology, THE 111 Old Testament, THE 212 New Testament and THE 293 World Religions.

**3. Other**

Candidates for the priesthood are required to fulfill the academic entrance requirements of their prospective major seminary.

(NOTE: Catholic Theological Union - M.Div. (Track II) – has an entrance requirement of 30 semester credits in philosophy and 12 semester credits in theology.)

# Course DESCRIPTIONS



- ART 110**      ***ELEMENTS OF ART***      **1 Credit Hour**  
Covers the basic language and concepts of art design. Students explore various art techniques to create studio projects exploring the design concepts of line, shape, value, texture, and color. The course requires two hours of studio per week. This course fulfills one of the prerequisites for Humanities Survey. Every semester.
- ART 121**      ***DRAWING***      **1-3 Credit Hours**  
Combines fundamentals of art and basic drawing skills in exploring various subject matter and media. Students learn the basics of drawing from observation, linear perspective, and creative drawing techniques. Course requires two hours of studio per week for each credit taken. Prerequisite: ART 110 or permission of instructor. Every semester.
- ART 135**      ***TWO-DIMENSIONAL STUDIO***      **1-3 Credit Hours**  
Focuses on image making through the use of a variety of two-dimensional media. Students can explore painting, printmaking, collage, and digital image manipulation. Projects are centered on specific media. Subject matter can range from realist to abstract. Course requires two hours of studio per week for each credit taken. Prerequisite: ART 110 or permission of instructor. Every Fall.
- ART 155**      ***THREE-DIMENSIONAL STUDIO***      **1-3 Credit Hours**  
Introduces the basic skills of designing and making three-dimensional sculptural objects. Students can explore clay, modeling, casting, carving, and assemblage using traditional and contemporary tools and techniques. Course requires two hours of studio per week for each credit taken. Prerequisite: ART 110 or permission of instructor. Every Spring.
- ART 295**      ***SPECIAL TOPICS IN ART***      **1-3 Credit Hours**  
Provides an opportunity for advanced art students to pursue special interests in art, art history, or art appreciation. Topics are chosen by the instructor and the student according to the student's area of interest. Course requires six credit hours in art or permission from the instructor. As needed.
- ART 376**      ***WORLD ART***      **3 Credit Hours**  
Emphasizes an understanding of art within the context of diverse cultures. This course combines study, research, and studio projects with the exploration and comparison of themes, techniques and artistic styles from Africa, Asia, Oceania, the Americas and Europe. Four hours lecture/studio per week. Every Spring.
- ART 395**      ***ADVANCED STUDIO ART***      **1-3 Credit Hours**  
Offers advanced students the opportunity for further study and development in studio practice. Three credit hours of art studio and permission of instructor required. Class requires 2 hours of studio per week for each credit hour. As needed.

## Course Descriptions

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- BIO 221**      **LIFE SCIENCES**      **4 Credit Hours**  
Provides an overview of scientific method, the diversity of life, biochemistry, cell biology, genetics and reproduction and maturation. In laboratory periods, students will gain hands-on experience with concepts learned in lectures. Requires three lecture and two lab hours per week. Prerequisite: SCI 211. Every Spring.
- CCS 219**      **ASIAN PHILOSOPHY (PHI 219)**      **3 Credit Hours**  
Examines the philosophical and spiritual thought of Hinduism, Confucianism, Daoism and Buddhism, and explores the role of meditation, ritual and other social practices. As needed.
- CCS 275**      **CULTURE AREA STUDY**      **3 Credit Hours**  
Examines major features of the cultures of an area, along with their historical roots and their current social, economic and political status. The area may be as large as a continent or as small as a single country, but it is usually a region comprising several countries. Prerequisites: HIS 212, SSC 163 or permission of instructor. Every semester.
- CCS 281**      **CURRENT AFFAIRS SEMINAR**      **1 Credit Hour**  
Concentrates on an exchange of ideas. Students use varied print and electronic current affairs sources, analyze and debate what is happening around the world. Every semester.
- CCS 282**      **CURRENT AFFAIRS SEMINAR**      **1 Credit Hour**  
Continuation of CCS 281. Students make additional use of print and electronic sources, including those specializing in arts, sciences, environment, health and political opinion. Meets with CCS 281, 283, 284. Prerequisite: CCS 281.
- CCS 283**      **CURRENT AFFAIRS SEMINAR**      **1 Credit Hour**  
Continuation of CCS 282. Students apply knowledge and skills they have learned in their major (Cross-Cultural Studies or Philosophy) to the analysis of current affairs, broadly defined to include important events, processes and trends in politics, economics, science, technology and the arts. Meets with CCS 281, 282, 284. Prerequisite: CCS 282.
- CCS 284**      **CURRENT AFFAIRS SEMINAR**      **1 Credit Hour**  
Continuation of CCS 283. Meets with CCS 281, 282, and 283. Prerequisite: CCS 283.
- CCS 293**      **WORLD RELIGIONS (THE 293)**      **3 Credit Hours**  
Examines beliefs, ritual practices and forms of organization of Hinduism, Jainism, Buddhism, the Chinese Religions, Shinto, Judaism, Christianity, and Islam in their sociological contexts. Also analyzes common features of indigenous religions of the world. Every Fall.

**CCS 295      TOPICS IN CROSS-CULTURAL STUDIES      4 Credit Hours**

Surveys cross-cultural and interdisciplinary topics not covered in other courses at Divine Word College, chosen by an instructor or by arrangement among students and instructor. Prerequisites: variable, depending on topic. By arrangement.

**CCS 341      LANGUAGE AND CULTURE      3 Credit Hours**

Introduces the study of language structure and surveys the interrelationships between language and several social and cultural variables, including learned patterns of thought, social status, ethnicity, gender and perceptions of nature. Prerequisite: SSC 163. Every Spring.

**CCS 370      INTRODUCTION TO MISSIOLOGY      3 Credit Hours**

Focuses on the concept of mission. Explores issues related to social justice, inter-religious dialogue, cross-cultural communication and other important dimensions concerning the missionary activity of the Christian Church. Discusses the future direction of mission into the new millennium. Prerequisite: SSC 163. Every Fall.

**CCS 495      ADVANCED TOPICS IN  
CROSS-CULTURAL STUDIES      1-4 Credit Hours**

Develops cross-cultural and interdisciplinary topics for which considerable academic preparation is required. Prerequisite: Junior standing in Cross-Cultural Studies. By arrangement.

**COM 112      SPEECH      3 Credit Hours**

Teaches skills and theory of public oratory; provides guided practice in preparation and delivery of informative and persuasive speeches, voice and articulation, debate, and theories of argumentation. Focuses on extemporaneous delivery, but may include work with scripted and impromptu methods of speaking as well as special occasion speeches and oral interpretation of literature. Prerequisite: ENG 111. Generally taken concurrently with ENG 112 or after. Every semester.

**COM 121      THE ART OF STORYTELLING      1 Credit Hour**

Defines storytelling and its importance. Emphasizes performance of personal and family stories “celebrating our humanity and embracing our cultural differences”. (Nancy Wang) Also includes studying, viewing (via video or live), and performing Bible stories and various genres of tales from around the world. Offers individual coaching to help students find their personal style, leading to their final project—a public performance of some of their semester’s work. As needed.

**COM 243      PERFORMANCE OF LITERATURE      1 Credit Hour**

This class will address skills development in the performance of prose and poetry in individual and group performance; including voice and diction, movement, interpretation of text and elocution. Every semester.

## Course Descriptions

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- CSC 111      *INTRODUCTION TO COMPUTERS*      3 Credit Hours**  
Introduces the history of computing and focuses on the hands-on knowledge of practical software applications such as Microsoft Word, Excel, PowerPoint and FrontPage. Every semester.
- ENG 002      *BASIC WRITING*      3 Non-Credit Hours**  
Required for new students with native or near-native proficiency in English whose writing placement tests indicate a need for review of fundamentals in preparation for essay writing in ENG 111. Emphasizes standard grammar and syntax in effective sentences and paragraphs. Students must demonstrate proficiency in these skills in order to earn the grade of “C-” or better required for registration in ENG 111. Class meets three hours per week. Every semester.
- ENG 110      *APPROACHES TO LITERATURE*      1 Credit Hour**  
Explains and applies fundamental terms and concepts used in interpretation of poetry, drama and short story. Taken concurrently with ENG 111 or after. Fulfills one of the prerequisites for Humanities Survey I. Every Spring.
- ENG 111      *EXPOSITORY COMMUNICATION*      3 Credit Hours**  
Teaches the writing of expository academic essays with a focus upon organizational skills and the development of a competent writing style. As a prerequisite for Speech, the class begins the process of learning the performance skills needed for public speaking, the use of logical and emotional appeal and the identification and avoidance of fallacious reasoning. Every semester.
- ENG 112      *RESEARCH AND RHETORIC*      3 Credit Hours**  
Prepares students to write effective research papers across the curriculum by teaching standard research methods, rhetorical principles, patterns of organization and the Modern Language Association system of documentation. Fulfills one of the prerequisites for Humanities Survey I. Prerequisite: ENG 111. Every semester.
- ENG 316      *CREATIVE WRITING*      3 Credit Hours**  
Features writing practice, group workshoping and revision of students’ poetry, short stories and creative nonfiction. Prerequisite: ENG 112 or permission of instructor. Spring in even numbered years.
- ENG 318      *ADVANCED WRITING*      3 Credit Hours**  
Gives student guided practice in personal, persuasive and critical writing to expand students’ range of technique and refine their control of prose style. Prerequisite: ENG 112 or permission of instructor. Spring in odd numbered years.

- ENG 332**      **AMERICAN LITERATURE SURVEY**      **3 Credit Hours**  
Surveys literature written in the United States before 1900. Emphasizes literature as a cultural phenomenon existing in a social and historical context. Prerequisite: ENG 110. Fall, as needed.
- ENG 336**      **AFRICAN-AMERICAN LITERATURE**      **3 Credit Hours**  
Examines literature written by African Americans from its beginning to the present. Emphasizes understanding and appreciation of African-American culture and experiences as reflected in various literary genres. Prerequisite: ENG 110. Fall, as needed.
- ENG 337**      **TWENTIETH-CENTURY  
AMERICAN LITERATURE**      **3 Credit Hours**  
Examines literature of various genres. Emphasizes understanding of cultural context and appreciation of diverse voices and experiences. Prerequisites: ENG 110 and ENG 112. Fall, as needed.
- ENG 353**      **MYTHOLOGY**      **3 Credit Hours**  
Introduces themes, concepts and symbols from the mythologies of selected world cultures. Examines the role of these myths in oral and written traditions as they classify, order, and define events in the human experience. Fall in odd numbered years.
- ENG 354**      **CONTEMPORARY WORLD LITERATURE**      **3 Credit Hours**  
Features analysis of recurring social issues and literary themes treated in world drama, prose and poetry published in the last twenty-five years. Texts will vary. Prerequisites: HUM 276, 277 (HUM 277 may be taken concurrently with ENG 354). Every Spring.
- ENG 395**      **SPECIAL TOPICS OR AUTHORS**      **3 Credit Hours**  
Focuses on particular authors, genres or movements, according to students' and teachers' special interests. Could include topics such as immigrant autobiography, women's literature or American poetry since 1950. Prerequisite: ENG 110.
- ENS 311**      **HUMANS IN THE BIOSPHERE I**      **3 Credit Hours**  
Treats the impact of past, present and future human activities on the environment. Includes agriculture, the industrial revolution, harnessing of energy, the population explosion, human management of the landscape, species extinction, industrial and agricultural pollution and global warming. Prerequisites: SCI 211A, B, C, D, BIO 221. Recommended: HIS 211, HIS 212, SSC 163. Every Fall.
- ENS 411**      **HUMANS IN THE BIOSPHERE II**      **3 Credit Hours**  
Continues Humans in the Biosphere I, with greater attention to the complex and mutual relations between culture and environment, including population and

## Course Descriptions

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resources, social evolution and technological change and necessity and invention. Presents the opposing views that finite resources do or do not limit future growth. Prerequisites: ENS 311, HIS 211, HIS 212, SSC 163. Every Spring.

### **FRE 111            *FUNDAMENTAL FRENCH I*            **3 Credit Hours****

Introduces basic vocabulary and grammatical structures of the language. Includes regular and irregular verb forms in the main indicative tenses. All four language skills (reading, writing, listening and speaking) are emphasized. Includes cultural awareness of the French-speaking world. Fundamental language classes meet five times per week. Every Fall.

### **FRE 112            *FUNDAMENTAL FRENCH II*            **3 Credit Hours****

Continues the introduction of basic vocabulary and grammatical structures of the language. Includes regular and irregular verb forms in the main indicative tenses. All four language skills (reading, writing, listening and speaking) are emphasized. Fundamental language classes meet five times per week. Prerequisite: FRE 111 or equivalent. Every Spring.

### **FRE 213            *INTERMEDIATE FRENCH I*            **3 Credit Hours****

Continues to build on the basic knowledge of French acquired in FRE 112 by including remaining tense sequence and mood. Combines grammatical instruction with reading, writing, listening activities and discussion of print, audio and video materials. Prerequisite: FRE 112 or equivalent. Every Fall.

### **FRE 214            *INTERMEDIATE FRENCH II*            **3 Credit Hours****

Continues to build on and refine basic grammatical structures acquired in FRE 213 by including remaining tense sequences and moods. Combines grammar instruction with reading, writing, listening activities and discussion of print, audio and video materials. Prerequisite: FRE 213 or equivalent. As needed.

### **HIS 211            *WORLD HISTORY I*            **3 Credit Hours****

Begins with the emergence of humans and continues with the rise of Ancient and Medieval civilizations in the Middle East, Europe and Asia and a survey of the major world cultures through the Middle Ages. Every Fall.

### **HIS 212            *WORLD HISTORY II*            **3 Credit Hours****

Continues the story of the human community beginning with the Rise of the West and the Age of Exploration, surveying major concepts such as the growth of colonialism, nationalism and the various political ideologies of the nineteenth and twentieth centuries and their impact on Europe, Asia, Africa and Latin America. Prerequisite: HIS 211. Every Spring.

**HUM 276, 277 HUMANITIES SURVEY I AND II** **3 Credit Hours**

Examines the role of the arts in the history of humankind through a team-taught survey of world art, literature and music. Analyzes the content of the arts in context, emphasizing their importance in shaping and articulating the human experience. Encourages students' awareness of the connectedness of human experience while developing their openness to the aesthetic values of diverse cultures. Prerequisites for HUM 276: ART 110, ENG 110, ENG 112, MUS 110. Prerequisite for HUM 277: HUM 276. Every year.

**INT 295 INTERNSHIP I** **0-3 Credit Hours**

Allows a supervised internship placement giving Divine Word College students the opportunity to work in a parish or agency for a minimum of 8 hours (if 3 credits are sought) per week for a minimum of 10 weeks. Placements are available through the Office of the Vice President for Academic Affairs. Grading is pass/fail. Offered over the summer months. Students must apply for an internship at least four months before they plan to participate. Normally, INT 295 would be taken between the sophomore and junior years at Divine Word College.

**INT 395 INTERNSHIP II** **0-3 Credit Hours**

Continues INT 295. Normally, INT 395 would be taken between the junior and senior years at Divine Word College.

**LAT 151, 152 FUNDAMENTAL LATIN I AND II** **3 Credit Hours**

Prepare students to read Latin texts including those of the Church. Emphasize vocabulary, declensions, conjugations and syntax. As needed.

**MAT 011 INTERMEDIATE ALGEBRA** **3 Non-Credit Hours**

Reviews algebra skills and prepares students for MAT 121. Required for all students who do not pass the mathematics placement test. Class meets three hours per week. Every Fall.

**MAT 121 INTRODUCTION TO COLLEGE MATHEMATICS** **3 Credit Hours**

Examines the variety of college mathematics and its relation to other disciplines. Introduces elementary number theory, probability, statistics and linear algebra. Prerequisite: passing grade on mathematics placement test or completion of MAT 011 with a grade of "C-" or better. Every Spring.

It is understood that none of the elements mentioned in the course description would be treated as a single overriding factor for credit transfer decisions. The general level of proficiency in mathematics will be weighted more than mere quantity of elements and/or number of mathematical courses taken.



- MUS 151**      **APPLIED VOICE**      **1 Credit Hour\***  
Offers individual voice instruction through exercises and repertoire. Emphasizes breathing, enunciation, pitch accuracy, tone quality and performance poise. Every semester.
- MUS 161**      **APPLIED FLUTE**      **1 Credit Hour\***  
Develops the skills necessary to perform flute repertoire and exercises based on the individual student's level of progress. Every semester.
- MUS 261**      **LITURGICAL ENSEMBLE**      **1 Credit Hour**  
Studies in harmonization, in practice and theory, in preparation for liturgies. Students will learn to sing harmonies, read harmonic vocal lines and create harmonies for melodies of common hymns. Prerequisite: MUS 110 or permission of instructor. Every semester.
- MUS 376**      **WORLD MUSIC**      **3 Credit Hours**  
Explores the music of the world from among the following areas: Africa, the Americas, Asia, Europe and Oceania. Through reading, listening and music-making projects, examines instrumental, vocal, rhythmic, melodic and harmonic characteristics, with the aim of understanding the music not just as organized sound, but as a cultural expression of the peoples who make it. Every Fall.
- MUS 395**      **SPECIAL TOPICS IN MUSIC**      **3 Credit Hours**  
Provides an opportunity for students to pursue special interests in music history, literature, composition or advanced theory. Topics chosen by the instructor according to the students' areas of interest and musical background. Prerequisite: MUS 110 or permission of instructor. As needed.
- MUS 491**      **MUSIC IN WORSHIP (THE 375)**      **1-3 Credit Hours**  
Studies the place of music in the celebrations of the Church, historically and at present. Emphasizes a practical application of the principles of the Constitution on the Sacred Liturgy and other Church documents concerning music in liturgy. Students learn to make wise pastoral, musical and liturgical judgments in planning music for liturgies. As needed.
- PHI 102**      **LOGIC**      **3 Credit Hours**  
Studies principles of valid deductive reasoning and methods of constructing and evaluating deductive arguments. (Classical Aristotelian and Symbolic Logic). Every Fall and as needed.
- PHI 115**      **ANCIENT PHILOSOPHY**      **3 Credit Hours**  
Compares philosophical world views of Plato and Aristotle. Includes consideration of philosophers who precede (Pre-Socratics and Socrates) and may include those who follow (Epicurus, the Stoics, and the Skeptics). Every Fall and as needed.



**PHI 322            *EPISTEMOLOGY*            3 Credit Hours**

Studies knowledge and its objects and related concepts such as belief, certainty and truth. Investigates the modes of acquiring knowledge, the scope of knowledge and the defense of criteria for knowledge. Prerequisite: PHI 115 or permission of instructor. Every Spring.

**PHI 323            *PHILOSOPHY OF THE ARTS*            3 Credit Hours**

Surveys theories in aesthetics concerned with the nature of human creativity, the definition of an art work, the concept of expression, the logic of aesthetic concepts, and the criteria for the evaluation of works of art. Authors read may include Plato, Aristotle, Hume, Kant, Nietzsche, Tolstoy, Collingwood, Sibley and Danto. As needed.

**PHI 327            *POLITICAL PHILOSOPHY*            3 Credit Hours**

Studies various philosophical theories of the nature, and justification of the state. Topics include competing conceptions of justice, rights, liberty and equality. Authors read may include Plato, Aristotle, Augustine, Aquinas, Machiavelli, Hobbes, Locke, Rousseau, Burke, Marx and Rawls. Prerequisite: PHI 115 or permission of instructor. As needed.

**PHI 332            *METAPHYSICS*            3 Credit Hours**

Studies the nature of being, the problem of the one and the many, substance and accident, essence and existence, matter and form. Considers the existence and nature of God, the universe as journey and the great circle of being. Discusses the importance of the experiential and rational knowledge of being. Prerequisite: PHI 217 or permission of instructor. Recommended PHI 318 or PHI 322. Every Fall.

**PHI 371            *PHILOSOPHY OF GOD*            3 Credit Hours**

Considers in detail classical, modern and contemporary versions of the most important arguments for the existence of God, such as the ontological argument and the cosmological argument. Also examined are the nature of God, the nature of religious experience, the problem of evil and the analysis of religious language. Prerequisite: PHI 115 or permission of instructor. Every Spring.

**PHI 414            *AMERICAN PHILOSOPHY*            3 Credit Hours**

Presents American philosophy as an expression of the American experience: an historical survey from the Puritan era to the early 20th century with primary emphasis on James, Peirce and Dewey. Prerequisite: PHI 322 or permission of instructor. As needed.

**PHI 419            *TWENTIETH CENTURY PHILOSOPHY* 3 Credit Hours**

Considers analytic philosophy and phenomenology. May also include a study of pragmatism and/or process philosophy. Prerequisite: PHI 318. Every Fall.



- SCI 211d**      **CONTINUING PHYSICAL SCIENCES**      **1 Credit Hour**  
Continues one of the disciplines in 211a, 211b, 211c – depending on available materials and instructors.
- SCI 295**      **TOPICS IN SCIENCE**      **1-4 Credit Hours**  
Introduces or surveys science topics not covered in other courses, chosen by an instructor or by arrangement among students and instructor. Permission of instructor. By arrangement.
- SCI 495**      **ADVANCED TOPICS IN SCIENCE**      **1-4 Credit Hours**  
Develops science topics for which considerable academic preparation is required. Prerequisite: Junior standing in Cross-Cultural Studies and permission of instructor. By arrangement.
- SPA 121**      **FUNDAMENTAL SPANISH I**      **3 Credit Hours**  
Introduces basic grammatical structures and vocabulary of the language. Includes the major indicative verb tenses as well as the present subjunctive mood. All four language skills (reading, writing, listening and speaking) are emphasized. Includes cultural awareness of the Spanish-speaking world. Fundamental language classes meet five times per week. Every Fall.
- SPA 122**      **FUNDAMENTAL SPANISH II**      **3 Credit Hours**  
Continues the introduction of basic grammatical vocabulary of the language. Includes the major indicative verb tenses as well as the present subjunctive mood. All four language skills (reading, writing, listening and speaking) are emphasized. Includes cultural awareness of the Spanish-speaking world. Fundamental language classes meet five times per week. Prerequisite: SPA 121. Every Spring.
- SPA 223**      **INTERMEDIATE SPANISH I**      **3 Credit Hours**  
Reviews and refines knowledge acquired in SPA 122 and builds students' language proficiency through reading, writing, listening activities and discussion of print, audio and visual materials. Prerequisite: SPA 122 or equivalent. Every Fall.
- SPA 224**      **INTERMEDIATE SPANISH II**      **3 Credit Hours**  
Continues to review and refine knowledge acquired in previous Spanish courses and to build students' proficiency through reading, writing, listening skills and discussion of print, audio and video materials. Prerequisite: SPA 223 or equivalent. Every Spring.
- SSC 113**      **INTRODUCTION TO PSYCHOLOGY**      **3 Credit Hours**  
Introduces the study of cognition and behavior. Topics include memory, intelligence, personality theories, development, abnormal behavior, biological foundations of behavior, consciousness and research methods. Every Fall.

## Course Descriptions

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**SSC 161**      ***INTRODUCTION TO WORLD POLITICS  
AND ECONOMY***      **3 Credit Hours**

Surveys comparative political and economic systems in select countries by examining governmental structures, contending political perspectives and relevant economic systems.

**SSC 163**      ***INTRODUCTION TO  
CULTURAL ANTHROPOLOGY***      **3 Credit Hours**

Presents the great diversity of world cultures and teaches the understanding of unfamiliar traditions in their own cultural context. Topics include the evolution of humans and culture and comparisons of kinship, politics, religions, economies and systems of exploiting the environment. Prerequisite: SSC 161. Every Spring.

**SSC 221**      ***AMERICAN GOVERNMENT***      **3 Credit Hours**

Surveys the workings of the American political system and government from its founders into the twenty-first century. Examines in detail the United States Constitution, the functions and responsibilities of the branches of government, the entire election process and the role of a citizen in a representative form of government. Every Spring.

**SSC 223**      ***PHILOSOPHY OF HUMAN NATURE (PHI 223)***      **3 Credit Hours**

Considers the Thomistic theory of human nature along with other theories. Includes issues such as the unity of human nature, the freedom/determinism controversy and the origin and immortality of the human soul. May study the distinction between nature and person, the relationship between person and being and the role of imagination in human living. Every Fall.

**SSC 245**      ***HUMAN SEXUALITY***      **3 Credit Hours**

Studies the basic psychological, biological, social and cultural dimensions of human sexuality. Emphasizes sexuality as it is integrated into the total person. Topics include sexual anatomy, gender differences, sexual orientation, conception and birth, sexuality across the lifespan, sexually transmitted diseases and historical issues related to sexuality. Every Spring.

**SSC 295**      ***TOPICS IN SOCIAL SCIENCE***      **3 Credit Hours**

Introduces or surveys social science topics not covered in other courses at Divine Word College, chosen by an instructor or by arrangement among students and instructor. Prerequisite: Introductory course(s) in appropriate discipline(s). By arrangement.

**SSC 371**      ***ANTHROPOLOGY AND MISSION***      **3 Credit Hours**

Addresses the question of how anthropological knowledge and the principles of cultural relativism may be reconciled with and applied to the practice of missionary work today. Prerequisites: SSC 163, CCS 370. Every Spring.

**SSC 394      SOCIAL PSYCHOLOGY IN  
CROSS-CULTURAL PERSPECTIVE      3 Credit Hours**

Examines the ways that a person's thoughts, feelings, and behaviors are influenced by an awareness of belonging to a particular culture and by the actual, imagined or implied expectations of others. Compares cultural norms of behavior and the influence of those norms on the individual. Prerequisite: SSC 113. Every Spring.

**SSC 445      THEORIES OF SOCIETY AND CULTURE      3 Credit Hours**

Examines the major theoretical approaches that account for social phenomena and helps us to understand cultural variation. Content includes both past schools of thought and current trends. Prerequisite: Senior standing in Cross-Cultural Studies. As needed.

**SSC 495      ADVANCED TOPICS IN SOCIAL SCIENCE      1-4 Credit Hours**

Develops social science topics for which considerable academic preparation is required. Prerequisite: Junior standing in Cross-Cultural Studies and permission of instructor. By arrangement.

**THE 111      OLD TESTAMENT      3 Credit Hours**

Introduces the content, principal themes, and figures of the Hebrew Scriptures. Emphasizes the manner in which the Hebrew Scriptures came to be written. Israel's Sacred History will be central to the course, which includes the story of creation, the patriarchs, exodus, judges, monarchy, prophets, exile and restoration. Every Fall.

**THE 131      INTRODUCTION TO THEOLOGY      3 Credit Hours**

Explores major themes of Christian doctrinal Theology: God, faith, Jesus Christ, revelation, Church, sacraments, prayer, death and social justice. Every Fall.

**THE 212      NEW TESTAMENT      3 Credit Hours**

Offers a first exposure to the scientific study of the New Testament. Treats New Testament background, circumstances of the composition of individual books and the theology of the authors. Examines the formation and spread of early Christian communities as well as the understanding of who was being revealed in the person of Jesus Christ. Every Spring.

**THE 233      SACRAMENTS      3 Credit Hours**

Studies the nature of sacramentality, Christ as sacrament, and Church as sacrament. Examines the sacraments of initiation and at least one of the other sacraments. Every Spring.

# Course Descriptions

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**THE 253                    CHRISTIAN ETHICS                    3 Credit Hours**

Examines the principles and methods of Christian ethics founded in the Scriptures, Church tradition and teachings, and philosophical and theological reflections. Introduces basic themes of the Christian moral life, including the nature of the human person as a free and self-determined moral agent, the nature and function of conscience, and human sexuality. Also explores Church's social teaching regarding moral issues emerging in medicine, technology, economy, politics, human rights, and environment. Every Fall.

**THE 263                    SPIRITUALITY                    3 Credit Hours**

Explores the biblical, historical, and theological foundations of the practices and methods of Christian spirituality to help students grasp the principles and the progress in the spiritual life and its various stages on the path to holiness. Focuses on the various understandings and practices of prayer, meditation, contemplation, mysticism, discernment, and spiritual direction with the purpose of developing personal and communal applications to Christian life in the modern world. Every Fall.

**THE 273                    PASTORAL CARE                    3 Credit Hours**

Provides a basic understanding of the history, practices, approaches, and issues of pastoral ministry to show how ministers can stay psychologically and spiritually healthy, competent and effective in various ministerial settings. Emphasis is on developing skills needed to perform pastoral leadership – theological reflection, functioning with other ministers or staff, handling conflict and criticism, and avoiding burnout. Other skills needed to achieve effectiveness in ministry include listening skills, empathic discernment, psychological understanding, spiritual counseling, and administrative planning and organization. Every Spring.

**THE 293                    WORLD RELIGIONS(CCS 293)                    3 Credit Hours**

Examines beliefs, ritual practices and forms of organization of Hinduism, Jainism, Buddhism, the Chinese Religions, Shinto, Judaism, Christianity and Islam, in their socio-historical contexts. Also analyzes common features of indigenous religions of the world. Every Fall.

**THE 315                    SPECIAL TOPICS IN SACRED SCRIPTURE                    1-3 Credit Hours**

Explores such topics as the psalms, prophets, synoptic gospels, John, Paul, the Book of Revelation and other biblical literature. As needed.

**THE 331                    CHRISTOLOGY                    3 Credit Hours**

Introduces a historical-critical reading of accounts of the person and ministry of Jesus in the New Testament and examines the experience of a historical Jesus and the resulting understanding and profession of the Christ of faith, as found in the early Christian community, the creedal formulae of the early Church Councils, and the treatises of patristic, medieval, and modern theologians. Surveys current problems in Christology and explores the implications of the uniqueness and universality of Jesus Christ in the religiously pluralist world today. Every Fall.

**THE 335            SPECIAL TOPICS IN            1-3 Credit Hours**  
**CHRISTIAN TEACHING**

Explores such topics as faith and revelation, Christology, Christian spirituality, ecumenism and grace. As needed.

**THE 336            ECCLESIOLOGY            3 Credit Hours**

Studies the biblical, historical, and theological development of the Church in its redemptive role, structure, and ministry. Special attention is given to issues challenging the Church today – the magisterium, secularism, atheism, ecumenism, and the Church’s role and relation to other religions in a religiously pluralist context. Every Spring.

**THE 351            SOCIAL MINISTRY            3 Credit Hours**

Includes both in-class study of the Church’s social teaching, faith-challenging social issues, and practices in a social, ministerial context. Studies concepts, contexts, principles, and methods found in the papal encyclicals, conciliar documents, theological treatises, and the USCC documents regarding injustice and violence in all areas of human social life: poverty, discrimination, racism, economic and political discrimination and exploitation, human rights abuse, sexual abuse, and ecological destruction. The ministerial practicum provides in-field experience in social ministry as well as the opportunity to apply Christian pastoral and ethical principles to social reality and build up skills to organize social action and ministry. Prerequisite: THE 253 and THE 273. Every Fall.

**THE 355            SPECIAL TOPICS IN MORAL THEOLOGY   1-3 Credit Hours**

Explores such topics as peace and justice, racism/sexism, and sexual ethics. As needed

**THE 371            LITURGY PRACTICUM            3 Credit Hours**

Treats the history, theology, practices, and models of Christian worship emphasizing the role of liturgy as the source and summit of the Catholic faith and worship leadership as a pastoral task. Helps students acquire experience and develop skills in organizing and leading communal worship: the Eucharistic celebration and other sacramental liturgies such as liturgies of Word and Communion, the Liturgy of the Hours, catechumenal rites, penitential liturgies, funerals, ministry to the sick and the dying. Prerequisites: THE 233 and THE 263. Every Spring.

**THE 375            SPECIAL TOPICS IN CHURCH,            1-3 Credit Hours**  
**MINISTRY AND LITURGY**

Explores such topics as Church history, theology of Church, Eucharist through the centuries, liturgical year, liturgical music, symbol and ritual and other related themes. As needed.

## Course Descriptions

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### **THE 475      *TEACHING METHODS*      **3 Credit Hours****

Prepares students for religious education ministry in various Church and school settings with knowledge and skills built upon an interdisciplinary approach including theology, psychology, social science, and education. Considers learning styles, teaching methods, communication skills, curriculum development, assessment methods, resource evaluation, and instructional use of technology. Inquires into the psychological, spiritual, and faith growth in child, youth, and adult, the ability to recognize those with special needs, and the skills to adapt the teaching ministry to cross-cultural contexts. Gives opportunities to formally address the class and to observe varied catechetical ministries. Every Fall.

### **THE 476      *CATECHETICAL PRACTICUM*      **3 Credit Hours****

Combines theological knowledge, development of teaching skills and approaches, and practical training. Examines the historical and theological view of catechetics with a special focus on content, materials, structures, and pedagogical methods developed in different cultural contexts. In class and in catechetical ministries, students learn skills in teaching and in forming and training catechists, and administrative skills in planning, implementing, and revising catechetical programs. Prerequisite: THE 475, unless taken concurrently with THE 475. Every Fall.

### **VTN 261      *FUNDAMENTAL VIETNAMESE I*      **3 Credit Hours****

Introduces basic sound systems and tone structures of the Vietnamese language and their effects on meanings or changes of meaning. Develops listening, speaking and reading skills. Discusses basic grammar structures of simple sentences. Fundamental language classes meet five times per week. Every Fall as needed

### **VTN 262      *FUNDAMENTAL VIETNAMESE II*      **3 Credit Hours****

Introduces basic vocabulary and more advanced grammar structures. Develops basic reading and writing skills. Application of basic sentence patterns in everyday conversation and in simple reading passages. Fundamental language classes meet five times per week. Every Spring as needed.

### **VTN 263      *INTERMEDIATE VIETNAMESE I*      **3 Credit Hours****

Develops advanced vocabulary taken from reading materials from different areas such as daily life, literature and humanities. Introduces Vietnamese culture and literature. Prerequisite: VTN 262 or equivalent. As needed.

### **VTN 264      *INTERMEDIATE VIETNAMESE II*      **3 Credit Hours****

Continues VTN 263: Practices writing simple essays based on materials discussed in class and/or outside readings. Students read and comment on modern prose pieces of Vietnamese literature. Prerequisite: VTN 263 or equivalent. As needed.



# *Intensive English* LANGUAGE INSTITUTE



## Statement of Philosophy

The Intensive English Language Institute provides students with a culturally sensitive, supportive environment in which to build English language proficiency and academic skills needed for college success. Opportunities for creative language practice and expression of ideas are provided in content-rich classes and learning experiences outside of class. Teachers regard students as motivated, self-directed individuals and respond to students' varied learning styles and educational backgrounds by selecting instructional techniques and materials to facilitate progress toward fluent, accurate English.

## Structures and Policies

The Intensive English Language Institute assesses the English language proficiency of newly admitted students and provides courses to students whose English proficiency is insufficient to meet the academic demands of the College.

In Levels One through Five, full-time students receive 18-22 hours of instruction per week in semester units of 15 weeks. Classes combine the skill areas of reading, writing, listening, speaking, grammar, pronunciation, and critical thinking with academic content. Particular care is taken to offer courses that prepare students academically as well as linguistically for work at the college level.

Students in Level Six matriculate into the College and carry a reduced academic course load while continuing to receive four to eight hours of English instruction. They take ESL 184, an academic support class. Depending on their writing sample scores, part-time students may also be required to enroll in the ESL 084 writing class.

Assessment of student progress and proficiency takes place at the end of each semester. Advancement is based on final grades, the recommendations of current teachers, writing sample scores, and proficiency exams. Students normally advance one level per semester before reaching a proficiency that enables them to enroll in undergraduate classes. A student who fails to achieve the expected outcomes of a level is required to repeat it. A second failure at the same level may result in dismissal from the College.

Students are required to attend all ESL classes. When a student misses more than 10 percent of the class hours for a particular course, a grade of "NG" (no grade) will appear on the student's transcript. A student receiving a grade of "NG" may still be promoted based on his or her English proficiency. See section entitled "Grading System" for other grades earned in classes.

## Course Descriptions

### **ESL 001      *BEGINNING ESL*      18-22 non-credit hours**

Designed for students with minimal English proficiency. Focuses on topics depicting aspects of daily life. Provides instruction in the sound/spelling system of English and in basic sentence structures and time frames. Provides practice in elementary listening, speaking, reading, and writing skills. Students successfully completing the course can read and comprehend highly simplified dialogs, narratives, and expository texts. They can write about familiar material at the sentence level and can orally communicate information about a limited range of familiar topics. 18-22 hours per week. As needed.

### **ESL 002      *HIGH BEGINNING ESL*      18-22 non-credit hours**

Expands reading, listening, and speaking topics to include United States and other cultures, geography and historical events. Builds on basic structures and time frames. Introduces writing at the paragraph level. Students successfully completing this course can read and comprehend simplified narrative and expository texts. They can write a short narrative. They are able to understand controlled, spoken discourse on familiar topics and orally communicate information about those topics. 18-22 hours per week. As needed.

### **ESL 003      *INTERMEDIATE ESL*      18-22 non-credit hours**

Utilizes materials written for the intermediate learner while adding accessible authentic literature such as short stories and articles. Expands reading and critical thinking skills. Introduces controlled lectures and some authentic listening. Reviews basic structures and adds some complex structures. Provides extensive work on expository writing at the paragraph level and introduces the essay. Upon completion of this course, students' writing demonstrates control of simple structures and a growing ability to organize and support ideas. Successful students understand main ideas in authentic listening tasks and can speak fairly comprehensively about basic academic topics. 18-22 hours per week. As needed.

### **ESL 004      *HIGH INTERMEDIATE ESL* 18-22 non-credit hours**

Builds sub-technical vocabulary through study of academic topics. Includes extensive reading of articles from various sources and some literature. Builds on complex structures. Guides students through higher level thinking skills. Provides extensive practice in writing multiple-paragraph essays and in using complex structures. Introduces academic note-taking and basic library and internet research. Provides practice in interviewing, small group problem solving, and short oral presentations. Students successfully completing this course comprehend a range of unsimplified texts with teacher guidance. They show developing skills in essay writing, comprehension of academic lectures, note-taking, and ability to speak about academic topics. 18-22 hours per week. As needed.

**ESL 005      *LOW ADVANCED ESL*      18-22 non-credit hours**  
Provides additional instruction, practice, and guidance in all skills areas described in ESL 004. Emphasizes critical examination of texts and composition of analytical and argumentative essays. Students successfully completing this course comprehend most unsimplified texts with limited guidance. They can compose essays showing basic competency in syntactic and rhetorical modes, follow academic lectures, create adequate notes and speak intelligibly in extended discourse on a range of academic topics. 18-22 hours per week. As needed.

**ESL 071      *APPLIED PRONUNCIATION*      1-3 non-credit hours**  
Aids the student in recognizing particular problems with the sounds, stress, intonation, and rhythm of English. Guides student practice to improve clarity and comprehensibility of speech. 1-3 hours per week. As needed.

**ESL 084      *FRESHMAN ESL WRITING*      4 non-credit hours**  
Required for non-native speakers of English who do not meet the criteria for ENG 111. Uses extensive writing to develop skills necessary for success in college writing. Focuses on improving grammatical accuracy when using complex English structures. Students must demonstrate proficiency in these skills in order to earn the grade of “C-” or better required for registration in ENG 111. Four hours per week. As needed.

**ESL 184      *FRESHMAN ESL*      2 credit hours and 2 non-credit hours**  
Provides a bridge from full-time ESL study to successful study in academic classes. Strengthens academic language and study skills using the content of an introductory college course in which the student is concurrently enrolled. Guides students in their reading of course materials and related journal articles. Provides practice with test-taking, note-taking, and oral presentation skills. Offered on a pass/fail basis with the grade based on outcomes established by the Institute. Failure in this course will not negatively affect the student’s grade point. The regular College “Class Attendance” policy applies for this class. Four hours per week. As needed.

# APPENDIX



## Board of Trustees

### Very Rev. Tom Ascheman, SVD

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Provincial, Chicago Province  
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Chicago, Illinois

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### Rev. Tim Lenchak, SVD

President  
Divine Word College  
Epworth, Iowa

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Associate Professor of Music  
Clarke University  
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### Dr. Judith Miranti

Department Chair, Education  
Xavier University  
New Orleans, Louisiana

### Mr. Jeffrey Mozena

President  
Premier Bank  
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### Sr. Maria Nguyen, OSB

Medical Social Worker  
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### Rev. Adam Oleszczk, SVD

Vice Provincial, Chicago Province  
St. Catherine, Jamaica

### Rev. Edward Peklo, SVD

Superior  
SVD Religious Community  
East Troy, Wisconsin

### Mr. Edward Peterson

Primerica Financial Services  
Joliet, Illinois

### Ms. Sandra Reno

Director of Intensive English Language  
Institute  
Faculty Representative, DWC  
Dubuque, Iowa

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Director of Planning  
Mercy Medical Center  
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### Mr. Norman Sidler

Senior Vice President  
National Investment Services  
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### Dr. C. Vanessa White

Director  
Augustus Tolton Pastoral Ministry Program  
Catholic Theological Union  
Chicago, Illinois

**\*Dr. Mary Ella Robertson**

Retired, Continuing Education  
University of Louisville  
Louisville, Kentucky

**\*Most Rev. Terry Steib, SVD**

Bishop, Diocese of Memphis  
Memphis, Tennessee

\*Trustee Emeritus

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President .....	Rev. Timothy Lenchak, SVD, STD
Vice President for Academic Affairs.....	Dr. Mathew Kanjirathinkal, Ph.D
Registrar .....	Ms. Deborah Hirsch
Counselor .....	Ms. Nan Peck
Vice President for Recruitment & Admissions .....	Mr. Len Uhal
Recruiter .....	Rev. Quy Dang, SVD
Recruiter .....	Rev. Trung Mai, SVD
Recruiter .....	Rev. Adam McDonald, SVD
Recruiter .....	Rev. Joseph Chau Nguyen, SVD
Vice President for Formation/Dean of Students .....	Rev. Khien Luu, SVD
Associate Dean of Students .....	Rev. Thang Cao Hoang, SVD
Coordinator for Spiritual Life .....	Rev. Nhan Tran, SVD
Vice President for Development .....	Mr. Terrance Sykora
Associate Development Director.....	Mr. Mark Singsank
Associate Development Director for Vietnamese Outreach .....	Rev. Linh Pham, SVD
Public Relations Director .....	Ms. Sandy Wilgenbusch
College Librarian .....	Mr. Daniel Boice
Assistant Librarian .....	Bro. Anthony Kreinus, SVD
Vice President for Financial Affairs/ Director of Student Financial Aid .....	Ms. Linda Weidemann
Financial Aid Officer .....	Mr. Mark Singsank

## Faculty

### **Rev. Kenneth Anich, S.V.D., Professor of Counseling Psychology**

Service Date: 1993

B.A. - Divine Word College, Epworth, IA (Sociology)

M.Div. - Catholic Theological Union, Chicago, IL (Theology)

M.Ed. - DePaul University, Chicago, IL (Human Services/Counseling)

Ed.D - Northern Arizona University, Flagstaff, AZ (Educational Psychology)

NCC - National Certified Counselor

Foreign Service: Christ the King Seminary, Quezon City, Philippines

### **Rev. James Bergin, S.V.D., Assistant Professor of Philosophy**

Service Date: 1976-78, 1982-90, 2009

B.A. - Divine Word Seminary, Conesus, NY (Philosophy)

S.T.B. - Divine Word Seminary, Techny, IL (Theology)

M.A. - Loyola University, Chicago, IL (Philosophy)

Ph.D. - Marquette University, Milwaukee, WI (Philosophy)

### **Mr. Daniel Boice, Associate Professor/College Librarian**

Service Date: 1996

B.A. - Calvin College, Grand Rapids, MI (History)

M.A. - University of Michigan, Ann Arbor, MI (History)

A.M.L.S. - University of Michigan, Ann Arbor, MI

### **Dr. Cathleen Cleary, Lecturer of Biology**

Service Date: 2002

B.S. - SUNY College at Geneseo, Geneseo, NY (Biology)

Ph.D. - Rutgers University & University of Medicine and Dentistry  
of New Jersey,

Robert Wood Johnson Medical School, Piscataway, NJ (Microbiology  
and Molecular Genetics)

### **Dr. Ronald Condon, Assistant Professor of Philosophy**

Service Date: 1999

B.A. - University of California, Los Angeles, CA (Philosophy)

M.A. - University of California, Los Angeles, CA (Philosophy)

Ph.D. - University of California, Los Angeles, CA (Philosophy)

**Mr. Nicholas David, Instructor of ESL**

Service Date: 2009

B.A. - Brigham Young University, Provo, UT (English Language)

M.A. - Brigham Young University, Provo, UT (TESOL)

Foreign Service: Colegio America, Tula, Mexico

**Dr. Bang Lang Do, Assistant Professor of Music**

Service Date: 2006

D.E.S.S. (Diplome d'Etudes Superieurs) – Montreal Conservatory in Quebec

Artist Diploma with honours, Royal College of Music, London, England

D.Mus. - University of Montreal, Canada (Piano Performance)

Foreign Service: Mahidol University College of Music, Salaya, Nakhonpathom, Thailand

**Ms. Emily Embree, Assistant Professor of ESL**

Service Date: 1998

B.A. - University of Iowa, Iowa City, IA (French)

M.A. - University of Iowa, Iowa City, IA (Applied Linguistics)

Foreign Service: Radbound University (formerly Katholieke Universiteit Nijmegen), The Netherlands; Dalat University, Vietnam

**Dr. Francis Clare Fischer, Associate Professor of Communication Studies**

Service Date: 2004

B.A. - St. Cloud University, St. Cloud, MN  
(Speech Community & Philosophy)

M.A. - Ohio University, Athens, OH (Speech Communication)

Ph.D. - Union Institute, Cincinnati, OH (Communication Studies)

**Dr. Mark Garton, Associate Professor of ESL**

Service Date: 2002

B.A. - Northeast Missouri State University, Kirksville, MO (Spanish)

M.A. - Indiana University, Bloomington, IN (Linguistics)

Ph.D. - Indiana University, Bloomington, IN (Linguistics)

Foreign Service: Universidad Nacional, Heredia, Costa Rica; Kossuth Lajos University, Debrecen, Hungary

# Appendix

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**Dr. Joseph Hartel, Associate Professor of Philosophy/  
Chair, Philosophy Program**

Service Date: 1991

B.A. - Lewis University, Romeoville, IL (Liberal Arts)

M.A. - Marquette University, Milwaukee, WI (Philosophy)

Phil- Gregorian University, Rome, Italy (Philosophy)

Ph.D. - Gregorian University, Rome, Italy (Philosophy)

Foreign Service: Notre Dame International High School, Rome, Italy

**Mrs. Jill M. Heitzman, Assistant Professor of Music/  
Director of Liturgical Music**

Service Date: 1992

B.M. - DePauw University, Greencastle, IN (Vocal Music Performance)

M.M. - Northwestern University, Evanston, IL (Vocal Music Performance)

**Rev. Thang Cao Hoang, S.V.D., Instructor of Theology/  
Associate Dean of Students**

Service Date: 2005

B.A. - Divine Word College, Epworth, IA (Cross-Cultural Studies)

M.Div. - Catholic Theological Union, Chicago, IL (New Testament/Mission)

M.A. - Catholic Theological Union, Chicago, IL (New Testament)

Foreign Service: Misiones, Argentina

**Dr. Terry Jenkins, Assistant Professor of Mathematics/Earth Science**

Service Date: 1970

B.S. - Iowa State University, Ames, IA (Statistics)

M.A. - University of Northern Iowa, Cedar Falls, IA (Mathematics)

M.A. - University of Northern Iowa, Cedar Falls, IA (Earth Science)

Ph.D. - University of Iowa, Iowa City, IA (Math Education)

**Dr. Mathew Kanjirathinkal, Vice President for Academic Affairs/  
Professor of Sociology**

Service Date: 2010

Ph.L. Pontifical Athenaeum, Pune, India (Philosophy)

S.T.L. - Pontifical Athenaeum, Pune, India (Theology)

M.A. - Western Michigan University (Counseling and Personnel)

Ph.D. - University of Notre Dame, Notre Dame, IN (Sociology)

**Rev. Timothy Lenchak, S.V.D., S.T.D., President**

Service Date: 2011

B.S. – Divine Word College, Epworth, IA (Mathematics & Science)

M.A. – Catholic Theological Union, Chicago, IL (Theology – Scripture)

S.S.L. – Pontifical Biblical Institute, Rome, Italy (Biblical Exegesis)

S.T.D. – Pontifical Biblical Institute, Rome, Italy (Theology)

Foreign Service: Rome, Italy

**Bro. Anthony Kreinus, S.V.D., Instructor/Assistant Librarian**

Service Date: 1993

B.A. - DePaul University, Chicago, IL (English/German)

M.A. - DePaul University, Chicago, IL (English)

M.A.L.S. - University of Wisconsin, Milwaukee, WI (Library Sciences)

**Rev. Khien Mai Luu, S.V.D., Vice President for Formation/  
Dean of Students**

Service Date: 2005

B.A. - Divine Word College, Epworth, IA (Philosophy)

M.Div. - Catholic Theological Union, Chicago, IL (Theology)

Certificate- Heart of Life, Victoria, Australia (Spiritual Direction)

Foreign Service: Divine Word Missionaries, Saigon, Vietnam; Divine Word Missionaries, Melbourne, Australia

**Ms. Kirsten Anne Lillegard, Instructor of ESL**

Service Date: 2011

B. A. – Loyola University – New Orleans (Commendations)

M. A. – Southern Illinois University – Carbondale (English)

**Rev. Stephen Kha Nguyen, S.V.D., Instructor of Theology**

Service Date: 2006

B.A. - University of Dallas, Dallas, Texas (Philosophy)

M.A. - University of Dallas, Dallas, Texas (Philosophy)

**Mrs. Nan Peck, Instructor/College Counselor**

Service Date: 1991

B.A. - Clarke College, Dubuque, IA (Psychology)

M.A. - Loras College, Dubuque, IA (Psychology)

Licensed Mental Health Counselor (LHMC) Iowa

## Appendix

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**Ms. Sandra Reno, Assistant Professor of ESL/  
Dir Intensive English Language**

Service Date: 1997

B.A. - Central Bible College, Springfield, MO (Theology)

M.A. - University of Northern Iowa, Cedar Falls, IA (TESOL)

Foreign Service: Sacred Heart Convent, Babbay, Leyte, Philippines;

Dominican Convent, Ho Chi Minh City, Vietnam; Volunteer for

Salvation Army, Essen, Germany

**Dr. David Roberts, Lecturer of Sociology/Political Science**

Service Date: 2002

B.A. - Western Michigan University, Kalamazoo, MI (Political Science)

M.A. - Western Michigan University, Kalamazoo, MI (Political Science)

Ph.D. - California Coast University, Santa Ana, CA (Political Science)

**Mr. Jeremy Rudd, Assistant Professor Art/  
Chair, General Education Program**

Service Date: 2008

B.F.A. - Iowa State University, Ames, IA (Visual Studies)

M.F.A. - University of Massachusetts, Dartmouth, MA (Sculpture)

**Dr. Enrique Santamaria, Associate Professor of ESL/History**

Service Date: 2003

B.A. - University of Hawaii (Foreign Languages)

M.A. - University of New Mexico, Albuquerque, NM  
(Latin American Studies)

Ph.D. - University of New Mexico, Albuquerque, NM  
(Ibero American Studies)

**Ms. Elena Taylor-Garcia, Instructor of ESL**

Service Date: 2011

B.A. - University of Vermont (Anthropology)

M. A. - Saint Michael's College, VT (TESOL)

**Dr. Marilyn Taylor, Associate Professor of English**

Service Date: 1989

B.A. - Ball State University, Muncie, IN (English)

M.A. - Ball State University, Muncie, IN (English)

Ph.D. - University of Denver, Denver, CO (Creative Writing and Literature)

**Mr. Larry Udry, Assistant Professor of ESL**

Service Date: 2003

B.A. - University of Cincinnati, OH (English/Economics)

M.A. - Ohio University, Athens, OH (TESOL/Linguistics)

Foreign Service: U.S. Peace Corps – Morocco; Nagasaki Wesleyan

Junior College, Isahaya, Japan; Universidad del Oriente, Venezuela *with Partners of the Americas.*

**Dr. Jackson Zimmerman, Assistant Professor of Social Science/  
Chair Cross, Cultural Studies Program**

Service Date: 2010

B.A. - University of Massachusetts, Amherst (Anthropology)

A.S. - Cabrillo College, Soquel, CA (Horticulture)

M.A. - University of Vermont, Burlington, VT (Geography)

Ph.D. - University of Washington, Seattle, WA (Geography)

**Dr. Peter Zografos, Associate Professor & Chair of Religious Studies**

Service Date: 2011

B. S. – University of San Francisco, CA (Organizational Behavior)

M. Div. – Seattle University (Divinity)

D. Div – Barry University, Miami Shores, FL (Divinity)

*Professor Emerita*

**Mrs. Dona Schlesier, Professor Emerita of Art**

Service Date: 1981

B.A. - Clarke College, Dubuque, IA (Art-Mixed Media)

M.A. - University of Northern Illinois, DeKalb, IL (Art-Drawing)

M.F.A. - University of Iowa, Iowa City, IA (Art-Multimedia)

Foreign Service: Peace Corps, Lima, Peru

**Dr. Daniel Vasey, Professor Emeritus of Anthropology**

Service Date: 1985

B.A. – Rutgers University, New Brunswick, NJ (History)

Ph.D. – Southern Illinois University, Carbondale, IL (Anthropology)

Foreign Service: University of Papua New Guinea, Papua New Guinea

## ACADEMIC CALENDAR 2011-2012

### Fall 2011

August 19	Faculty Institute
August 20	Students Arrive
August 22-24	Student Orientation/Registration
August 22	Returning Students Register 1:00-3:00 p.m.
August 24	New Students Register 9:00 a.m. – NOON
August 25	Classes Begin
September 5	*Labor Day
September 8	*Family Feast-SVD founded in 1875-No Classes
October 14	Mid-semester
October 23	Mission Sunday
October 24	*Presidential Free Day
November 9	Pre-registration – Spring Semester
November 24-28	*Thanksgiving Break (after last class Nov. 24)
November 29	Classes Resume
December 9	Classes End
Dec. 12-15	Semester Examinations
Dec. 16- Jan. 7	*Christmas Vacation

### Spring 2012

January 8	All Students Return
January 9-11	New Students' Orientation/Registration
January 9	Returning Students Register 1:00-3:00 p.m.
January 11	New Students Register 9:00 a.m. – NOON
January 12	Classes Begin
January 15	Feast of Saint Arnold Janssen
January 23	Lunar New Year (Actual Day)
January 27	*No Classes-Prep Day for Lunar New Year
January 28	Lunar New Year Celebration
January 30	*Presidential Free Day
March 2	Mid-Semester
March 5-9	*Spring Break (after last class)
March 12	Classes Resume
April 4	Pre-registration – Fall Semester
April 5-7	Holy Week Triduum (Student Attendance Obligatory)
April 7-10	* Easter Break (after Holy Saturday Service-April 23)
April 11	Classes Resume
May 4	Classes End
May 7-10	Semester Examinations
May 10	Work Day & Picnic (afternoon)
May 11	Mass of Thanksgiving/Graduation Banquet
May 12	Commencement

## ACADEMIC CALENDAR 2012-2013

### Fall 2012

August 17	Faculty Institute
August 18	Students Arrive
August 20-22	Student Orientation/Registration
August 20	Returning Students Register 1:00-3:00 p.m.
August 22	New Students Register 9:00 a.m. – NOON
August 23	Classes Begin
September 3	*Labor Day
September 8	*Family Feast-SVD founded in 1875
October 12	Mid-semester
October 21	Mission Sunday
October 22	*Presidential Free Day
November 7	Pre-registration – Spring Semester
November 22-26	*Thanksgiving Break (after last class Nov. 21)
November 27	Classes Resume
December 7	Classes End
Dec. 10-13	Semester Examinations
Dec. 14-Jan.6	* Christmas Vacation (after last exam Dec. 13)

### Spring 2013

January 6	All Students Return
January 7-9	New Students' Orientation/Registration
January 7	Returning Students Register 1:00-3:00 p.m.
January 9	New Students Register 9:00 a.m. – NOON
January 10	Classes Begin
January 15	Feast of Saint Arnold Janssen
February 8	*No Classes-Prep Day for Lunar New Year
February 9	Lunar New Year Celebration
February 10	Lunar New Year (Actual Day)
February 11	*Presidential Free Day
March 8	Mid-Semester
March 11-15	*Spring Break (after last class)
March 18	Classes Resume
March 28-30	Holy Week Triduum (Student Attendance Obligatory)
March 30-Apr. 1	*Easter Break (after Holy Saturday Service-March 30)
April 2	Classes Resume
April 3	Pre-registration – Fall Semester
May 3	Classes End
May 6-9	Semester Examinations
May 9	Work Day & Picnic
May 10	Mass of Thanksgiving/Graduation Banquet
May 11	Commencement

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