# Table of Contents

## PART I: THE FACULTY OF CANON LAW

- History of the Faculty of Canon Law ................................................................. 4
- Officers of the Faculty .................................................................................. 4
- Administrative Personnel ........................................................................ 5
- Professorial Staff ....................................................................................... 5
- Professors Emeriti ..................................................................................... 6
- Faculty of Graduate and Postdoctoral Studies ............................................ 6
- Student Representatives ........................................................................... 7
  - The Role of the Student Representative .................................................... 7
  - Student Representative Elections .............................................................. 7
- Faculty Picnic ............................................................................................... 8
- Year-end Gatherings .................................................................................. 8
- University Sessional Dates ......................................................................... 9
- Faculty Schedule ....................................................................................... 9
- Faculty Activities 2016-2017 .................................................................... 10

## PART II: UNIVERSITY SERVICES

- On-Campus and Off-Campus Housing ...................................................... 12
- Course Registration and Grade Reports ..................................................... 12
- Tuition Fees ................................................................................................. 13
- Technical Assistance ................................................................................ 13
- Scholarships and Bursaries ....................................................................... 13
- Health Care Services ................................................................................ 13
- Student Identification Card ...................................................................... 14
- Multiservices Centre ................................................................................ 14
- Textbooks .................................................................................................... 14
- Public Transportation ................................................................................ 14
- Food Services ............................................................................................. 15
- Pastoral Services ...................................................................................... 15
- Student Success Centre .......................................................................... 15
- Library and Electronic Resources ............................................................. 15
- Information for International Students .................................................... 16
PART III: OVERVIEW OF PROGRAMS

Civil Programs

1. Graduate Diploma in Canon Law (GDCL)
2. Graduate Diploma in Canonical Practice (GDCP)
3. Graduate Diploma in Ecclesiastical Administration (GDEA)
4. Master’s in Canon Law (MCL)
5. Doctorate in Philosophy, Canon Law (PhD)

Ecclesiastical Programs

1. Baccalaureate in Canon Law (BCL or JCB)
2. Licentiate in Canon Law (JCL)
3. 1. Residential Option
4. 2. Combined Option (Distance and Residential)
5. Doctorate in Canon Law (JCD)

Admission Procedures

Registration
Classification of Students
Auditing Courses
Language Rights of Students
Responsibilities of Students
Submission of Assignments
Examinations and Grading
Appeal Procedure
Academic Fraud
Withdrawal

PART IV: DOCTORAL PROGRAM (JCD and Ph.D)

Program Requirements
Duration of the Program
Residence
Minimum Standards
Annual Research Report
Thesis Proposal
Comprehensive Examination
Doctoral Thesis
Procedures for the Doctoral Thesis ................................................................. 30
1 — Preliminaries .......................................................................................... 30
2 — The Thesis Proposal ................................................................................. 30
3— The Doctoral Thesis .................................................................................. 31

PART V: DISTANCE STUDENTS ..................................................................... 36
Graduate Diplomas .......................................................................................... 36
JCL Distance Program Options ....................................................................... 36
Technical Requirements .................................................................................. 38
Technical Assistance ....................................................................................... 38
Format of Courses ............................................................................................ 38
Student Attendance and Participation ............................................................ 38
Assignments and Examinations ....................................................................... 39
Housing while on Campus ............................................................................... 39
Textbooks ......................................................................................................... 39
Library Access and Electronic Resources ....................................................... 40

APPENDICES ..................................................................................................... 41
Appendix A: Faculty Picnic Suggested Grocery List ........................................ 41
Appendix B: Example Invitation to the Dinner following the Comprehensive
Exam .................................................................................................................. 42
Appendix C: Thesis Proposal Form and Guidelines ......................................... 44
Appendix D: Sample Thesis Title Page ............................................................ 46
Appendix E: Permission to Reproduce and Distribute the Thesis Form ............ 48
Appendix F: Suggested Books for New Students .............................................. 49
Appendix G: Schedule of Course Offerings ..................................................... 51
Appendix H: Optional Courses (2016-2018) ..................................................... 52
Appendix I: Course Descriptions ..................................................................... 55
  Fall, 2016 ....................................................................................................... 55
  Winter, 2017 .................................................................................................. 66
  Spring 2017 .................................................................................................. 70
PART I: THE FACULTY OF CANON LAW

History of the Faculty of Canon Law

Saint Paul University received the authority to confer ecclesiastical degrees in Leo XIII’s Apostolic Letter Cum Apostolica Sedes of February 5, 1889. In 1929, the Faculty of Canon Law was established as distinct from the Faculty of Theology, and after Pius XI’s Apostolic Constitution Deus scientiarum Dominus of May 24, 1931, the Faculty was reorganized. Following Vatican II, the program was updated to conform to the needs of today's university teaching and the demands of modern pastoral activity.

Following the wishes of John Paul II in the Apostolic Constitution Sapientia christiana of April 15, 1979, the Faculty of Canon Law cultivates and promotes the juridical disciplines in the light of the law of the Gospel and instructs its students in these, so as to form researchers, university and seminary teachers, and others who will be trained to hold special ecclesiastical offices, such as chancery and tribunal positions, and to serve as advisors to bishops and religious superiors.

In 2002, the Holy See promulgated new norms for the teaching of canon law. These required a complete revision and expansion of our programs, effective 2004–2005. The programs and description of courses that follow reflect the application of the new norms.

The ecclesiastical degrees are granted in virtue of the 1889 pontifical charter, and the civil degrees are granted jointly by the Senate of Saint Paul University, in virtue of its 1866 civil charter, and by the Senate of the University of Ottawa, which is federated with Saint Paul University.

The international teaching personnel is actively involved in serving the Church beyond the walls of the University by their publications and expert advice to the Holy See, to bishops and religious superiors, as well as to clergy and laity alike.

Twice a year, the Faculty publishes the journal Studia canonica. This publication is the only canon law journal in Canada and it enjoys a solid international reputation.

Although the majority of its students come from Canada and the United States, many other countries and continents are represented. The student body is composed of priests, deacons, religious – women and men – and many lay persons. Although several are studying canon law after years of service in various sectors of Church and society, there is an increasing number of young students who are interested in undertaking the science and ministry of canon law.
Officers of the Faculty

**DEAN**
John A. Renken

**VICE-DEAN**
Wojciech Kowal, OMI

**SECRETARY**
Chad Glendinning

---

Administrative Personnel

**ADMINISTRATIVE ASSISTANT**
Louise Kitts
Room G-350A
613-236-1393, ext.2250
lkitts@ustpaul.ca

**ACADEMIC ADVISOR**
Francine Quesnel
Room G-161A
613-236-1393, ext. 2247
fquesnel@ustpaul.ca

**PROGRAMS ADMINISTRATOR**
Ana Claudia Primo
Room G-351
613-236-1393, ext. 2248
acprimo@ustpaul.ca

**ADMINISTRATIVE CLERK**
Sylvie Jutras
Room G-223B
613-236-1393, ext. 4017
sjutras@ustpaul.ca
Professorial Staff

Abbass, Jobe  
Full Professor  
Room G229  
613-236-1393 ext. 2263  
jabbass@ustpaul.ca

Asselin, Anne  
Associate Professor  
Room G353  
613-236-1393, ext. 4035  
aasselin@ustpaul.ca

Glendinning, Chad  
Secretary /  
Director of Graduate Studies  
Associate Professor  
Room G360  
613-236-1393, ext. 2460  
cglendinning@ustpaul.ca

Huels, John  
Full Professor  
Room G231  
613-236-1393, ext. 4021  
jhuels@ustpaul.ca

Labrèche, Chantal  
Assistant Professor  
Room G361  
613-236-1393, ext. 2533  
clabreche@ustpaul.ca

Kowal, Wojciech  
Vice-Dean  
Associate Professor  
Room G358  
613-236-1393, ext. 4023  
wkowal@ustpaul.ca

Nobel, Michael  
Associate Professor  
Room G363  
613-263-1393, ext. 4019  
mnobel@ustpaul.ca

Renken, John  
Dean  
Full Professor  
Room G355  
613-236-1393, ext. 2236  
jrenken@ustpaul.ca

Professors Emeriti

Jacques, Roland  
Mendonça, Augustine  
Morrisey, Francis  
Pagé, Roch  
Woestman, William  

rjacques43@yahoo.com  
augustinemendonca@gmail.com  
morrisey@istar.ca  
ropage@rogers.com  
wwoestman@archchicago.org
Faculty of Graduate and Postdoctoral Studies

The Faculty of Canon Law grants both civil and ecclesiastical graduate degrees. The academic curriculum is therefore subject to the supervision of the Faculty of Graduate and Postdoctoral Studies of the University of Ottawa (FGPS). The FGPS is responsible for the supervision, coordination and planning of activities which relate to graduate and postdoctoral fellowship programs. New programs and major modifications of existing programs are submitted to the FGPS for approval.

Members of the Faculty of Canon Law must be admitted to the FGPS in order to supervise doctoral theses and be accepted as members of a doctoral defence jury.

Student Representatives

The student representative is elected by the students and represents the first and second-year students of his/her language group to the Faculty. As required, the representative acts as a liaison between the Faculty Administration and the students.

The Role of the Student Representative

- Attends Faculty Council meetings representing and presenting student perspective, and reports back to the students.
- Ensures communication with other linguistic group of students.
- Facilitates student activities and social events (liturgical celebrations, picnics, year-end celebrations, etc.). For this, the representative solicits the help of other students. If possible, in consideration for students, faculty and staff who may have family responsibilities, activities should not be scheduled on Friday evenings.
- Distributes, collects and delivers course evaluation sheets.
- If required, assists professors in preparing exam timetables.
- As far as the representative for doctoral students is concerned, organize periodic gatherings for students, and sometimes with professors, in order to foster a good esprit de corps.

Student Representative Elections

- Elections are held in September and overseen by the Dean.
- Nominations are received from the floor with opportunities for candidates to accept or decline nominations.
• Elections proceed by secret ballot.
• An absolute majority is required.

**Faculty Picnic**

• Once the date and time have been established, the student representative will invite the students to assist in the preparations.

• There is no fee for the picnic. The Faculty of Canon Law covers the costs.

• As soon as possible, determine the number of participants (professors and students). Spouses and children are invited.

• Coordinate transportation. Usually, a few students and professors offer to drive the others.

• With the help of other students, shop for the food and beverages the day before or the morning of the picnic. A shopping list is provided at Appendix A.

• Ensure the cottage is put back in order and cleaned after the picnic.

**Year-end Gatherings**

• **Graduating students.** Usually, students who are graduating enjoy having a farewell gathering. The first-year students should take on the organization. It is the occasion to offer congratulations and good wishes to the departing students and to allow the entire Faculty – staff, students, professors – to join together in wishing them well. The theme and offerings [food and drink] are up to the hosting class but should not pose a financial burden on anyone.

• **Saint Paul closing ceremony.** During the month of April, Saint Paul University organizes an academic year closing ceremony. It is the responsibility of the student representative to ensure graduating students attend.

• **Post-comps dinner.** It is customary for students, staff, and professors to gather after the completion of the comprehensive exams for a celebratory dinner to mark the conclusion of the program. Second-year students should be informed of this custom early in the semester before anyone finalizes his/her travel plans. If exams extend over two days, the dinner will be after the second day, and since students do not know ahead of time which day their exam will be, this should not be a problem.

  Everyone is responsible for personal expenses at this event. If the Student Representative becomes aware of a student who cannot participate because of a lack of funds, Faculty Administration should be informed. It is expected that all students completing the program attend this dinner.
Early in March, the two student representatives (from both linguistic groups) should begin looking for an acceptable restaurant. Other students should become involved in the organization. This should not be a burden for anyone but a sign of the close-knit relations that should unite students of canon law.

It is a good practice to prepare personal invitations to the dinner for students, professors, and staff members. An example is provided in Appendix B.

The confirmation of attendees should be secured well ahead of the dinner and communicated to the restaurant at least one week prior to the event.

Transportation should be organized to ensure that no one is left out.

**University Sessional Dates**

Please consult the university’s [sessional calendar](#) for sessional dates and important deadlines for course registration, reimbursements, and withdrawal.

**Faculty Schedule**

Customized course [timetables](#) have been prepared for students in first and second year.
## Faculty Activities 2016-2017

### September 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 September 2016</td>
<td>Start of Fall semester</td>
</tr>
<tr>
<td>7 September 2016</td>
<td>JCL Orientation – 9 a.m. for Anglophone classes (all students, including distance students) – GIG 1130</td>
</tr>
<tr>
<td>7 September 2016</td>
<td>Welcoming reception – 4 p.m. (LAF 120)</td>
</tr>
<tr>
<td>14 September 2016</td>
<td>Opening Mass for the Academic Year – 12 p.m.</td>
</tr>
<tr>
<td>15 September 2016</td>
<td>JCD orientation session – 11:00 a.m. (Anglophone students)</td>
</tr>
<tr>
<td>15 September 2016</td>
<td>Faculty picnic</td>
</tr>
<tr>
<td>21 September 2016</td>
<td>Student representative elections – 11:30 a.m. (all Anglophone students)</td>
</tr>
<tr>
<td>TBD</td>
<td>Class photo</td>
</tr>
</tbody>
</table>

### October 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBD</td>
<td>Practicum orientation session (2nd year students only)</td>
</tr>
<tr>
<td>23 - 29 October 2016</td>
<td>Reading Week and CCLS Convention</td>
</tr>
</tbody>
</table>

### December 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 December 2016</td>
<td>End of Fall semester</td>
</tr>
</tbody>
</table>

### January 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 January 2017</td>
<td>Start of Winter semester</td>
</tr>
<tr>
<td>12 January 2017</td>
<td>Comprehensive exam orientation – 3 p.m. for Anglophone class (2nd year students only)</td>
</tr>
<tr>
<td>19 January 2017</td>
<td>Seminar paper orientation – 3 p.m. for Anglophone class</td>
</tr>
<tr>
<td>(1st year campus students, 2nd year distance/campus students)</td>
<td>TBD</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
<td>-----</td>
</tr>
<tr>
<td>25 January 2017</td>
<td>Saint Paul Mass – 12 p.m.</td>
</tr>
</tbody>
</table>

**February 2017**

<table>
<thead>
<tr>
<th>February 2017 (TBA)</th>
<th>CLSA President visit</th>
</tr>
</thead>
<tbody>
<tr>
<td>19-25 February 2017</td>
<td>Reading Week</td>
</tr>
</tbody>
</table>

**March 2017**

<table>
<thead>
<tr>
<th>TBD</th>
<th>CCLS Bursaries presentation</th>
</tr>
</thead>
</table>

**April 2017**

<table>
<thead>
<tr>
<th>8 April 2017</th>
<th>End of Winter semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>14-17 April 2017</td>
<td>Easter Break</td>
</tr>
<tr>
<td>18-21 April 2017</td>
<td>“Refresher Seminar”</td>
</tr>
<tr>
<td>24 April 2017</td>
<td>Start of Spring semester</td>
</tr>
<tr>
<td>29 April 2017</td>
<td>Saint Paul University closing ceremony</td>
</tr>
</tbody>
</table>

**May 2017**

<table>
<thead>
<tr>
<th>TBD</th>
<th>Farewell dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>26 May 2017</td>
<td>End of Spring semester</td>
</tr>
</tbody>
</table>

**June 2017**

| 6-7 June 2017 | JCL Comprehensive Exams |
PART II: UNIVERSITY SERVICES

Saint Paul University provides a wide range of services for students. The following was prepared to address frequently asked questions and to direct you to the appropriate service provider. Students are invited to consult the university’s website for more information.

On-Campus and Off-Campus Housing

1. What housing options are available to students?

The Saint Paul University Residence can accommodate up to 180 students in 90 shared two-bedroom suites, throughout the school year. The residence is located on campus. A floor has been reserved for students in the faculty of canon law. All inquiries should be directed to the Saint Paul University Residence.

Saint Paul University Residence

201 Main Street
Ottawa, ON
K1S 5T8

Tel: 613-236-3131
Fax: 613-236-0440
Email: info@saintpaulrez.ca

A variety of off-campus housing is also available.

Course Registration and Grade Reports

2. How do I register for courses?

Mrs. Francine Quesnel, Academic Advisor for Graduate Studies, is responsible for course registration. She can be found in GIG 161A or reached at fquesnel@ustpaul.ca.

3. How do I access my grade report?

Check your final grades and your current academic standing at the uoZone.
Tuition Fees

4. Where do I pay my tuition fees?

Students who are officially registered at Saint Paul University must pay tuition fees before the last day to pay tuition fees or as soon as their course selection is approved (late-registration fees may apply). Dates are published in the University calendar. A variety of payment methods are available.

Technical Assistance

5. Where can I get computer-related assistance?

Computer and Distance Education Services, in G 038, can provide computer-related assistance. Please stop by to verify your electronic portals (Intranet, Infoweb), or to receive assistance with access to Adobe Connect, Black Board Learn, and any other computer-related need.

Scholarships and Bursaries

6. Are bursaries or scholarships available to students?

A variety of internal and external scholarships are available to students of Saint Paul University. For internal scholarships and financial aid, see Financial Aid and Scholarship Services. For external scholarships, see the Office of Research and Ethics Services.

There are two scholarships specifically for students of canon law, granted by the Canon Law Society of America and the Canadian Canon Law Society. For more information on these scholarships, please contact the Director of Graduate Studies of the Faculty of Canon Law.

Health Care Services

7. Where can I get more information about health care services for students?

a. For students from abroad: The University Health Insurance Plan (UHIP).

b. For all students: Health Plan – Student Federation of the University of Ottawa (SFUO).
Student Identification Card

8. Where can I get a student card?

The Student Card gives you access to some Saint Paul University and University of Ottawa services (library, shuttle bus, health services, sports facilities, etc.) Your card will be your means of identification on campus.

To get your card, please go to Room 167, Guigues Hall.

Multiservices Centre

9. What services are offered at the Multiservices Centre?

The Multiservices Centre is the place to purchase your textbooks and course packs and annual parking permit. It also offers photocopying, bookbinding and mailroom services. It can be found on the ground floor of Guigues Hall.

Textbooks

10. Where can I purchase books published by the Faculty of Canon Law?

Books published by the Faculty of Canon Law are available at a discount for students. Please see Sylvie Jutras in GIG 223 B. A complete list of our publications can be found here.

11. What books will I need?

The Faculty of Canon Law has prepared a suggested booklist (see Appendix F). You may wish to purchase these before arriving.

Public Transportation

12. What is the U-Pass?

From the beginning of September until the end of April, full-time students have unlimited access to OC Transpo Services.

All full-time students registered at Saint Paul University, both undergraduate and graduate, will be automatically charged for the U-Pass program. More information, along with exemptions from the program, can be found here.

13. How can I get to the University of Ottawa?
To attend classes, seminars or meetings, or to visit library and research facilities at the University of Ottawa, a shuttle service is available to students. This service facilitates the commute to and from the University of Ottawa main campus and Saint Paul University. The schedule of service can be found [here](#).

**Food Services**

14. **Where can I purchase food on campus?**

[Café Urban](#) is located on the ground floor of Guigues Hall. It provides menu items for breakfast, lunch, and dinner.

**Pastoral Services**

15. **Where can I find pastoral services?**

[Pastoral Services](#) is responsible for providing pastoral care for students and organizing liturgical celebrations. [Fr. Andrzej Jastrzębski, OMI](#), serves as chaplain of the university.

**Student Success Centre**

16. **What is the Student Success Centre?**

The Student Academic Success Service (SASS) provides a variety of services for all your academic needs, such the Writing Centre, workshops on achieving academic success, and counselling and access services.

The [Student Success Centre](#) (SSC) is located in Rooms 40 and 42 of Guigues Hall. Services are offered from September to April.

**Library and Electronic Resources**

17. **What are the library hours and what services are available in the library?**

The [Jean-Léon Allie O.M.I. University Library](#) is a research facility, specialized in canon Law, theology, and philosophy. The library’s collection contains over 500,000 volumes, 1,000 current periodicals and some 100,000 microforms. Saint Paul University students can also access the print and electronic resources of the University of Ottawa.

[Research studios](#) are available for doctoral students on a first come, first served basis.
A variety of other services are also available, such as inter-library loans, reference assistance, books on reserve, access to computers, printers and photocopiers, library tours and workshops. See the staff at the Library Service Counter, near the main entrance.

The hours of the library can be found here.

18. Are there any electronic resources available in Canon Law?

A helpful [Canon Law Research Guide](#), prepared by the library, outlines a variety of electronic resources in the area of canon law, such as databases, journals, and ecclesiastical documents.

Information for International Students

19. What is the weather like in Ottawa?

Weather conditions in Ottawa vary greatly, with four very distinct seasons. Summer is often hot and humid with temperatures rising to high 20s and low 30s Celsius. Winter temperatures can reach −30 Celsius; heavy winter coats, hats and mitts/gloves, boots are required. More weather-related information can be found here.

20. I am an international student. Where can I obtain important information, such as immigration issues, accommodation, financial, academic concerns, or any personal matters?

Saint Paul University has an office of [International Services](#) that is dedicated to serving the various aspects of the international life of the university.
PART III: OVERVIEW OF PROGRAMS

Following the wishes of John Paul II in the Apostolic Constitution *Sapientia christiana* of April 15, 1979, the Faculty of Canon Law cultivates and promotes the juridical disciplines in the light of the law of the Gospel and principles of justice. It instructs its students in these, so as to form researchers, university and seminary teachers, and others who will be trained to hold special ecclesiastical offices, such as chancery and tribunal positions, and to serve as advisors to bishops and religious superiors.

In 2002, the Holy See promulgated new norms for the teaching of canon law. These required a complete revision and expansion of our programs. The programs and courses reflect the application of the new norms.

The ecclesiastical degrees are conferred by Saint Paul University by virtue of the 1889 pontifical charter.

The civil programs are approved by the Ontario Government and the degrees are granted jointly by the Senate of Saint Paul University, and by the Senate of the University of Ottawa, which is federated with Saint Paul University.

<table>
<thead>
<tr>
<th>Civil Programs</th>
<th>Ecclesiastical Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Diploma (GDCL, GDCP, GDEA)</td>
<td>Baccalaureate in Canon Law (BCL/JCB)</td>
</tr>
<tr>
<td>Master’s in Canon Law (MCL)</td>
<td>Licentiate in Canon Law (JCL)</td>
</tr>
<tr>
<td>Doctorate in Philosophy, Canon Law (PhD)</td>
<td>Doctorate in Canon Law (JCD)</td>
</tr>
</tbody>
</table>

Those registered in ecclesiastical programs concurrently fulfil the requirements of the corresponding civil degrees. Consequently, those successfully completing the requirements of the JCL program will also receive the corresponding MCL, and those completing the requirements of the JCD program will also receive the corresponding Ph.D. Similarly, those completing two Graduate Diplomas may qualify for the Baccalaureate in Canon Law (JCB).

Civil Programs

**Graduate Diploma in Canon Law (GDCL)**

The Graduate Diploma in Canon Law (GDCL) is a graduate program that provides a specialization in canon law for non-canonists to complement their own education and career needs. The graduate diploma program consists of 15 credits of course work.

**Graduate Diploma in Canonical Practice (GDCP)**

The Graduate Diploma in Canonical Practice (GDCP) aims to provide students with the skills and information needed for various canonical professions. The graduate diploma program consists of 15 credits of course work.
**Graduate Diploma in Ecclesiastical Administration (GDEA)**

The Graduate Diploma in Ecclesiastical Administration (GDEA) offers an advanced specialization, within the general discipline of canon law, suited to careers in church administration. From the perspective of canon law, the program provides the students a specialized knowledge of issues related to the governance and management of dioceses, religious institutes, church tribunals, ecclesiastical institutions of education and healthcare, and other similar bodies. The graduate diploma program requires 15 credits of coursework.

**Master’s in Canon Law (MCL)**

The Master of Canon Law requires 45 credits of coursework, of which 15 are from compulsory courses. Students are expected to fulfill all requirements of the program within two years. The maximum time permitted is four years from the date of initial registration in the program for full-time and part-time students alike.

Students pursuing the JCL will be concurrently enrolled and complete the MCL during their course of studies.

**Doctorate in Philosophy, Canon Law (PhD)**

The civil Doctorate in Canon Law (PhD) is a research degree which consists of six credits of coursework, a comprehensive examination, a thesis proposal and the writing and defense of a doctoral thesis. Three of the credits are compulsory. The other three credits may either be taken in another graduate course in canon law offered by Saint Paul University or, with the approval of the Dean of the Faculty of Canon Law, the credits can come from a graduate course offered elsewhere in a field related to the student’s research. No equivalencies are granted. Course work and the thesis proposal must be completed within the first four sessions of registration in the doctoral program. Any exceptions need approval from the Dean of the Faculty of Canon Law.

Students pursuing the JCD will be concurrently enrolled and complete the Ph.D. during their course of studies.

**Ecclesiastical Programs**

**Baccalaureate in Canon Law (BCL or JCB)**

The program consists of 30 credits of courses or seminars and can be completed full-time in one year or part-time over several semesters.

Those who successfully complete two civil Graduate Diplomas may qualify for the Baccalaureate in Canon Law.
**Licentiate in Canon Law (JCL)**

The Licentiate in Canon Law requires 75 credits of coursework, of which 66 are compulsory courses. The six-session Licentiate in Canon Law program is governed by the apostolic constitution *Sapientia christiana* and subsequent legislation and norms of the Holy See.

The JCL may be pursued through a residential curriculum or by means of a distance education / residential curriculum.

**1. Residential Option**

Students achieve the JCL in 6 semesters on campus (Fall, Winter, Spring/Summer) spanning 2 calendar years.

<table>
<thead>
<tr>
<th>YEAR</th>
<th>FALL</th>
<th>WINTER</th>
<th>SPRING/SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>On Campus</td>
<td>On Campus</td>
<td>On Campus</td>
</tr>
<tr>
<td>2</td>
<td>On Campus</td>
<td>On Campus</td>
<td>On Campus</td>
</tr>
</tbody>
</table>
2. Combined Option (Distance and Residential)

Students take distance education courses over 4 years, with some semesters spent on campus. Two configurations are possible: 4 spring sessions option and the 14 consecutive months option.

4 Spring Sessions Option

Students take distance education courses over 4 years, combined with residential courses during 4 spring semesters

<table>
<thead>
<tr>
<th>YEAR</th>
<th>FALL</th>
<th>WINTER</th>
<th>SPRING/SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>On Campus</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>On Campus</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td>On Campus</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td>On Campus</td>
</tr>
</tbody>
</table>

4 Consecutive Sessions Option

Students take distance education courses over 3 years, with the remaining 4 consecutive semesters spent on campus at the end of the program period (14 consecutive months).

<table>
<thead>
<tr>
<th>YEAR</th>
<th>FALL</th>
<th>WINTER</th>
<th>SPRING/SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td>On Campus</td>
</tr>
<tr>
<td>4</td>
<td>On Campus</td>
<td>On Campus</td>
<td>On Campus</td>
</tr>
</tbody>
</table>
Doctorate in Canon Law (JCD)

The ecclesiastical Doctorate in Canon Law (JCD) is a research degree that consists of six credits of coursework, a comprehensive examination, and the defense of a doctoral thesis. Three of the credits are from a compulsory doctoral level canon law course offered at Saint Paul University. The other three credits may either be taken in another graduate course in canon law offered by Saint Paul University or, with the approval of the Dean of the Faculty of Canon Law, the credits can come from a graduate course offered elsewhere in a field related to the student’s research. Coursework must be completed within the first four sessions of registration in the doctoral program. Any exceptions need approval from the Dean of the Faculty of Canon Law.

Admission Procedures

A step-by-step application guide to Saint Paul University can be found here.

Registration

At the beginning of each session, students must register for Saint Paul University courses through the Faculty. No one will be allowed to take courses without being properly admitted and registered according to the regulations of Saint Paul University and the Faculty of Canon Law.

All students’ (regular, special, auditor) course selections must be approved each session by an official representative of the Faculty. Students will be notified if their course selection is not approved.

Classification of Students

Students at the Faculty of Canon Law, Saint Paul University, may be classified into five categories:

a. **Full-time student**: student whose main occupation is to take courses on a full-time basis (registered for 6 credits or more per session) at Saint Paul University.

b. **Part-time student**: student who is registered during one academic year to fewer than 6 credits per session.
   i. On Campus Student
   ii. Distance Student
c. **Regular student**: student who is registered in courses for credit and works towards a degree.

d. **Special student**: student who is registered in courses for credit but is not working toward a degree at Saint Paul University and does not need to comply to the requirements of a particular program. This student must nevertheless observe academic regulations, such as attendance, assignments, examinations, and passing mark.

e. **Auditor**: student who is authorized to enrol in a course but is not entitled to write exams or to submit assignments. Recognition of this status is limited to a confirmation of attendance.

**Auditing Courses**

1. Individuals wishing to audit a course must meet the Faculty’s admission requirements and be approved by the Dean after consultation with the professor. The Dean may grant an equivalency to admission requirements, after consultation with the JCL Admissions Committee.

2. All courses may be audited, except for: DCA 3108 Ecclesiastical Latin I; DCA 3109 Ecclesiastical Latin II; DCA 5132 Administrative Institutes; DCA 5136 Introduction to Canon Law; DCA 6321 Seminar on Tribunal Practice; DCA 6395 Research Seminar; DCA 6921 Canonical Latin; DCA 6922 Field Practicum; DCA 6961 Study Visit to the Roman Curia; DCA 8981 Readings in Latin Canonical Sources; DCA 9997 Doctoral Thesis Project.

3. The maximum number of students who may audit a course must not exceed 5 or 20% of the number of regular students, whichever is fewer. Any exception to this rule requires the Dean’s approval.

4. A student may not audit more than three (3) 3-credit courses or nine (9) credits in total.

5. Students auditing courses are submitted to the same attendance regulations as regular students.

6. Students auditing courses are not required to complete course assignments, take examinations or attend tutorials, and they will not receive an evaluation or a grade.

7. Courses that have been audited may not subsequently be claimed for credit.

8. Registration and withdrawal deadlines apply to audited courses.
Language Rights of Students

English and French are the official languages of the Faculty. The entire program is taught in both English and French. Students choose in which language sector they wish to register.

Courses may be offered in only one language. If a course must be offered in one language only, students may ask questions, complete assignments and exams in the language of their choice.

A student must possess or acquire at least a sufficient knowledge of Latin in order to understand the official documents of the Church and the sources of law. This knowledge is required for all ecclesiastical degrees. A student who does not possess this knowledge of Latin when starting the program may acquire it by taking the appropriate course at Saint Paul University.

Responsibilities of Students

Students hold the primary responsibility for their program of study.

Among these responsibilities, there are:

a. Carefully planning their program of study, taking into account the availability of courses, time tabling, the years they have available for study, etc. Regular students who desire assurance that their specific plan of study will lead without difficulty to the degree sought should submit their complete plan in writing to the Administration Office for review;

b. registering properly in courses before the established deadlines;

c. presenting all requests for needed authorizations (deferments, withdrawals, etc.) in writing;

d. submitting all documents concerning their program of studies for placement in their academic dossier;

e. knowing the regulation governing their program of studies;

f. regularly consulting their e-mail at the address assigned (@uottawa.ca), which the University will use in all communications with students;

g. acquiring a sufficient mastery of one of the two official languages in order to complete the studies.
With regard to their courses, students must:

a. attend the lectures in all the courses of their program and participate in all class activities. A student who is shown to have been absent from more than 20% of the academic activities in a course will be excluded from the final examination;

b. complete all assignments of a course before being allowed to take the final examination.

Submission of Assignments

The number of assignments, length, and submission deadlines are at the professor’s discretion. Late submission of assignments, without authorization of the professor, may result in a lower mark or even the non-acceptance of the assignment.

Examinations and Grading

Examinations

Each candidate for a degree or diploma must take a regular examination covering every subject of the program.

Evaluations may be carried out according to different methods: oral or written examination, written paper, case studies. Written papers shall be the personal work of the student on a specific aspect of the subject approved by the professor.

An oral examination will last five minutes per credit for a minimum of ten minutes; a written examination, one hour per credit for a maximum of three hours.

To receive a degree or a diploma, a student must have passed the examinations in each of the subjects on the program and fulfilled all the other requirements of the program.

A student who fails a graduate course may repeat the course or, in the case of an elective course, follow another course assigned by the Faculty. Exceptionally, a student who fails an exam, with the approval of the Executive Committee which will have consulted the concerned professor, may take another exam, according to the directives of the Executive Committee.

According to the nature of the exam, the professor may grant to students the use of texts. The use of unauthorized texts, as well as all plagiarism, annul the exam.

The student retaking the exam must get at least 65% to pass. However, the final grade for the failed part of the course will not be higher than a C+.
Grading System

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>%</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>90-100</td>
<td>10</td>
</tr>
<tr>
<td>A</td>
<td>85-89</td>
<td>9</td>
</tr>
<tr>
<td>A-</td>
<td>80-84</td>
<td>8</td>
</tr>
<tr>
<td>B+</td>
<td>75-79</td>
<td>7</td>
</tr>
<tr>
<td>B</td>
<td>70-74</td>
<td>6</td>
</tr>
<tr>
<td>C+</td>
<td>65-69</td>
<td>5</td>
</tr>
</tbody>
</table>

All grades below C+ are failing grades for graduate students.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>%</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>60-64</td>
<td>4</td>
</tr>
<tr>
<td>D+</td>
<td>55-59</td>
<td>3</td>
</tr>
<tr>
<td>D</td>
<td>50-54</td>
<td>2</td>
</tr>
<tr>
<td>E</td>
<td>40-49</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0-39</td>
<td>0</td>
</tr>
</tbody>
</table>

Appeal Procedure

The Faculty of Canon Law recognizes the right of all students to see, on request and after they have been marked, their tests, assignments or examinations. These documents may be destroyed six months after the first communication of the mark.

A student who is not satisfied with the attribution of a mark in a written test, assignment or examination, may without delay approach the professor to request a revision of the mark. Following this, if still dissatisfied, within four weeks of the first communication of the mark, the student may submit a written request to the Dean of the Faculty of Canon Law for revision. The request shall include:

a. the title of the course, an identification of the test, assignment or examination in question, the mark obtained and the name of the professor whose mark is in question;

b. a statement of the grounds for appeal.

A copy of the student’s request shall be forwarded to the professor, who may submit written comments to the Dean.
Within two weeks after the receipt of the student’s request, the Dean shall appoint one or two other professors with the Faculty of Canon Law to meet with the professor and then re-assess the test, assignment or examination. In light of these evaluations, the Dean shall determine the revised mark, which may be identical to, lower or higher than the original one.

If the student is still dissatisfied with the mark an appeal may be made to the Dean of the Faculty of Graduate and Post-Doctoral Studies, University of Ottawa.

**Academic Fraud**

Academic fraud is an act by a student that may result in a false academic evaluation of that student or of another student. Without limiting the generality of this definition, academic fraud occurs when a student commits any of the following offences:

a. commits plagiarism or cheating of any kind (to obtain more information on plagiarism and how to avoid it, consult our Web site at [www.uottawa.ca/plagiarism.pdf](http://www.uottawa.ca/plagiarism.pdf));

b. submits a work of which the student is not the author, in whole or in part – except for duly cited quotations or references. Such work may include an academic paper, an essay, a test, an exam, a research report, a thesis, whether written, oral, or in another form;

c. presents research data that has been falsified or concocted in any way;

d. attributes a purported statement of fact or reference to a source that has been concocted;

e. submits the same work or significant part thereof for more than one course, or a thesis or other work that has already been submitted elsewhere, without written authorization from the professors concerned and/or of the academic unit concerned;

f. falsifies an academic evaluation, misrepresents an academic evaluation, uses a forged or falsified academic record or supporting document, or facilitates the use of a falsified academic record or supporting document;

g. undertakes any other action for the purpose of falsifying an academic evaluation.

For more information on the sanctions which can be imposed for academic fraud and the procedures employed in the investigation, see the [Regulation on Academic Fraud](#).

**Withdrawal**

A student who does not make satisfactory progress or who does not fulfil the requirements of the degree program will be withdrawn from the program. Specific reasons for withdrawal include failure to obtain the required marks in courses amounting to six credits; failure to obtain satisfactory marks in a repeated course or in a course substituted
for a failed one; unsatisfactory performance in the research program or in field work; failure in the comprehensive examination or thesis proposal; two unsatisfactory progress reports; unsatisfactory research paper or thesis; unsatisfactory defence of the thesis.
PART IV: DOCTORAL PROGRAM (JCD and Ph.D)

Program Requirements

The Doctorate in Canon Law ([JCD](#) and [Ph.D](#)) is a research degree which consists of six credits of course work, a comprehensive examination, a thesis proposal and the writing and defense of a doctoral thesis. Three of the credits are compulsory. The other three credits may either be taken in another graduate course in canon law offered by Saint Paul University or, with the approval of the Dean of the Faculty of Canon Law, the credits can come from a graduate course offered elsewhere in a field related to the student’s research. No equivalencies are granted. Course work and the thesis proposal must be completed within the first four sessions of registration in the doctoral program. Any exceptions need approval from the Dean of the Faculty of Canon Law.

**Compulsory Courses**

- **DCA8981** LECTURE DE SOURCES CANONIQUES LATINES / READINGS IN LATIN CANONICAL SOURCES (3cr.)
- **DCA9997** PROJET DE THÈSE DE DOCTORAT / PhD THESIS PROPOSAL
- **DCA9998** EXAMEN DE SYNTHÈSE DE DOCTORAT / PhD COMPREHENSIVE EXAMINATION
- **DCA9999** THÈSE DE DOCTORAT / PhD THESIS

**Elective Course (3 cr.)**

Students can select their elective course either from among the graduate courses offered by the Faculty of Canon Law, or from another faculty or university, with the approval of the Dean of the Faculty of Canon Law.

**Duration of the Program**

The normal duration of the program is four years. The maximum time allowed for fulfilling all requirements, including the submission of the final copy of the thesis, is within six years from the time of initial registration in the doctoral program, whether or not a leave of absence has been taken during that time.

**Residence**

Students must register full-time for a minimum of six sessions, normally at the beginning of the program.
Minimum Standards

If a student fails a compulsory course, it must be repeated. If a student fails an elective course, it may be repeated or, with the approval of the Dean of the Faculty of Canon Law, it may be replaced by another course.

The passing grade in all courses is C+. Students who fail two courses (equivalent to 6 credits), the thesis proposal, the comprehensive exam, the thesis, or whose progress is deemed unsatisfactory must withdraw from the program.

Annual Research Report

All doctoral students should make systematic and consistent progress in their research. It is therefore useful, even essential, to complete an annual research progress report detailing the achievements of the previous year and the objectives for the next year.

The student will complete a report and submit it to the thesis supervisor. The thesis supervisor will then review the student’s progress and, if it is deemed unsatisfactory, he or she will make appropriate recommendations. The professor in charge of graduate studies in the discipline will do likewise.

The completed report will be kept in the student's file at the FGPS and Saint Paul University.

The form to be completed can be found here.

Thesis Proposal

Within the first four sessions of doctoral studies, the student must submit a thesis proposal in writing (DCA 9997). This proposal will be examined by a special committee established and chaired by the Dean of the Faculty of Canon Law. The final approval of the thesis proposal, and the appointment of the supervisor, are the responsibility of the Dean of the Faculty of Canon Law.

Comprehensive Examination

Before the thesis is submitted, the student must pass a comprehensive examination on ten topics approved by the Dean of the Faculty of Canon Law; the list of topics will have been prepared by the student in consultation with the dissertation supervisor. A student who fails this comprehensive examination is permitted to repeat it once. A second failure leads to withdrawal from the program.
Doctoral Thesis

The student must write, submit, and successfully defend a dissertation of at least 200 pages in length. This dissertation must constitute a significant contribution to knowledge, embody the results of original research and analysis, and be of such quality as to merit publication. The Faculty’s Procedures for the Doctoral Thesis must be observed.

Procedures for the Doctoral Thesis

1 — Preliminaries

1.1 – These procedures are a complement to the program directory of Saint Paul University and to the General Regulations and Procedures of the Faculty of Graduate and Postdoctoral Studies, University of Ottawa: Thesis Regulations and should be read in conjunction with them. In case these procedures are in contradiction with the other documents, the FGPS regulations prevail.

1.2 – In the process of admission, the Admission Committee will consider the availability of supervisors for a given project. After registration in the doctoral programme, the candidate is assigned a thesis supervisor by the Dean of the Faculty in consultation with the student and the prospective supervisor. The assignment of the supervisor should take place within the first month of the first semester of the doctoral program.

2 — The Thesis Proposal

2.1 – The candidate must submit a thesis proposal in writing within four sessions following registration into the doctoral program. The Thesis Proposal form, composed of a cover page and a page of guidelines for the candidate, can be obtained from the academic advisor (see specimen in Appendix C). Before the thesis proposal is finalized for the purposes of the DCA 9997, under the direction of the course professor, the supervisor of the thesis will be invited to become involved in its preparation, inspect the draft, suggest modifications, etc.

2.2 – The thesis proposal must be approved by the thesis supervisor who communicates this decision to the Dean. Once approved by the thesis supervisor, the candidate will then submit the thesis proposal to the Academic Advisor of the Faculty of Canon Law in five copies. A date will then be scheduled for the presentation of the proposal before a committee, conventionally known as the parvus cœtus, usually composed of the Dean and of not fewer than three professors, including the thesis supervisor.

2.3 – The objective of the thesis proposal presentation is to help the candidate improve the handling of the topic. The presentation will be made according to the following procedure:
2.3.1 – Oral presentation of the subject by the candidate, who will explain the reasons for choosing the subject, the research methodology, the anticipated problems, etc.

2.3.2 – Comments, suggestions, and questions by the members of the parvus cœtus.

2.4 – In consultation with the thesis supervisor, the candidate corrects the thesis proposal taking into account the remarks of the members of the parvus cœtus. The amended thesis proposal is then submitted to the Dean of the Faculty for approval. The approved thesis proposal is placed in the candidate’s file.

2.5 – The thesis topic is then registered with the Faculty of Graduate and Postdoctoral Studies of the University of Ottawa with the Registration of Thesis Topic form. The candidate’s copy of the form, as signed and returned by the University of Ottawa, is placed in the candidate’s file.

3 — The Doctoral Thesis

3.1 – Before the thesis is submitted, three conditions must be verified:

3.1.1 – The candidate must have completed all other program requirements, including residence.

3.1.2 – The candidate must pass an examination on ten themes approved by the Dean; the list of topics will have been prepared by the candidate in consultation with the thesis supervisor.

3.1.3 - The supervisor (and co-supervisor if there is one) must provide a statement (form entitled Statement of Thesis Supervisor) certifying that he/she has read the thesis and finds it acceptable for submission to the examining board.

3.2 – Five copies of the thesis must be submitted to the Academic Advisor of the Faculty of Canon Law. It is presumed that the thesis supervisor has already received his/her copy of the thesis from the candidate. The copies of the thesis are to be collated in a coil binding or something similar. The thesis will bear the date of the year in which it is expected to be defended, not the date of submission. The lines in the body of the text should be double-spaced and in the footnotes should be single-spaced. Furthermore, the material presentation should correspond to the Faculty’s guidelines for methodology outlined in Guidelines for Seminar Papers and Doctoral Theses. The left margin is to be set at 1.5” (3.8 cm; because of the binder); and the right, top, and bottom ones are to be set at 1” (2.55 cm).

3.3 – The order of elements of the thesis is normally the following:

- Title page, observing the template of the Faculty of Canon Law (see specimen in Appendix D)
3.4 – The Faculty has the right to require a minimum of three months from the date of formal submission for the reading and correction of the thesis, excluding the summer months (May to August incl.).

3.5 – The thesis will be submitted to a board of no fewer than four and no more than seven examiners, one of these being chosen from outside of the University. The thesis supervisor shall not count as one of the minimum number and shall not have the right to vote. The examining board is appointed by the Dean of the FGPS upon recommendation from the Dean of the Faculty of Canon Law. The outside examiner must have a doctorate, have teaching experience at the post-secondary level and, usually, be knowledgeable in the area of specialization of the thesis. This examiner will be selected by the Dean of the Faculty of Graduate and Postdoctoral Studies.

3.6 – The examiners will each fill out a report on the Thesis Examiner’s Report provided by the Academic Advisor. One of the elements of this report is a statement regarding the suitability of the thesis for defence. All examiners of a doctoral thesis will submit the Thesis Examiner’s Report form to the Academic Advisor of the Faculty of Canon Law.

3.7 – If the thesis is accepted for defence, the examiners’ comments joined to the report are communicated anonymously by the Dean of the Faculty to the candidate and the thesis supervisor before the defence. The examiners may also give in advance to the candidate or thesis supervisor lists of typographical and other errors to be corrected.

3.8 – If the reports are favourable, they are submitted by the Academic Advisor to the Faculty of Graduate and Postdoctoral Studies of the University of Ottawa. Only then can a chairperson be named for the examining board and the tentative date for the defence confirmed and posted. The chairperson is the delegate of the Dean of the Faculty of Graduate and Postdoctoral Studies.

3.9 – Procedures for the Oral Defence of a Thesis

3.9.1 – Once favourable reports are received from the examiners, the Faculty of Canon Law or the Faculty of Graduate and Postdoctoral Studies organizes the oral defence at a time acceptable to the examiners and to the candidate.
3.9.2 – Prior to the defence the Chair of the jury receives a file containing the examiners' reports and other documents pertaining to the defence.

3.9.3 – Immediately before the defence and in the absence of the candidate and other persons who are not members of the jury, the Chair of the jury meets briefly with the examiners and the thesis supervisor a) to discuss any difficulties arising from the examiners' reports, b) to explain the procedure to be adopted, and c) to determine the sequence in which the examiners will question the candidate and the time allocated to each examiner for questioning. All the examiners are expected to be present at the defence.

3.9.4 – The Chair begins the oral defence by inviting the candidate to present the subject of the thesis. The time allotted for this purpose is specified by the Chair. (Ten to fifteen minutes is usually sufficient.)

3.9.5 – The Chair then invites the examiners (in the sequence previously determined) to question the candidate on the thesis. A second round of questions may be appropriate. Finally, the thesis supervisor is given the opportunity to comment or ask questions.

3.9.6 – At the end of the defence, the candidate and other persons who are not members of the jury are asked by the Chair to leave the room. The thesis supervisor may remain. Alternatively, the jury and thesis supervisor may depart to discuss the verdict in a room reserved for this purpose.

3.9.7 – The members of the jury then exchange their views to arrive at a decision in the general terms given below. The Chair indicates the decision on the Report of the Jury - Thesis Defence form under the appropriate category (1, 2, 3 or 4) and, if appropriate, notes in the space for "comments" (or separately) the general nature of the corrections/revisions required and specifies the names of the persons responsible for ensuring that the corrections/revisions are made satisfactorily.

3.9.8 – If appropriate, the Chair should enquire at this time whether the examiners are prepared to recommend the thesis for a prize. The supervisor must be asked to withdraw while this decision is being taken.

3.10 – In correcting the thesis, the candidate will take into account:

3.10.1 – The wishes of the Board of Examiners as a whole as expressed through the chairperson at the end of the defence.

3.10.2 – The various lists of typographical and other errors given by examiners.

3.11 – Submission of the Thesis
3.11.1 – The candidate is allowed **one month** for completion of all revisions and corrections required by the jury at defence.

3.11.2 – **Within one month of the defence**, two copies of the final text of the thesis should be submitted to the Faculty of Canon Law. **These are not to be bound or perforated.** The copies will be distributed as follows: one for the thesis supervisor and one for the Faculty. The supervisor's copy and Faculty's copy will be bound by the Faculty of Canon Law. At the time of submission, the *Permission to Reproduce and Distribute the Thesis* form must be completed (see specimen in Appendix E).

3.11.3 – After the defence and correction of the thesis, the student must submit the final version electronically in [uO Research](https://uoresearch.uottawa.ca), the institutional repository of the University of Ottawa. As an open repository, uO Research is continuously indexed by Google and other major search engines. Anyone with internet access and a web browser can search, view and download your thesis.

3.11.4 – The student’s thesis will then be indexed in *Dissertation Abstracts International* or *Masters Abstracts International* and will become available either on microfilm or in printable version.

3.11.5 – A copy of each thesis will be indexed in the University's library. Once deposited in the University’s collections or at the National Library and Archives of Canada, the thesis becomes public property although the student keeps its copyright. At the time of electronic submission, students are required to submit an authorization form for Library and Archives Canada (*Thesis/Dissertation Non-Exclusive License form*).

3.12 – If a longer period is required to correct the thesis, candidates must reregister in their program and submit the final copy to the FGPS within one session. Candidates who are unable to submit within one session can apply for an extension, giving their reasons. They should use the form *Request for extension of the time limit to complete the requirements of a graduate degree*.

3.13 – The candidate will fill out the respective *Registration for Degree* form of Saint Paul University and the form of the University of Ottawa.

3.14 – According to the Apostolic Constitution *Sapientia christiana* of 15 April 1979, art. 49, § 3, to obtain the ecclesiastical J.C.D. degree the candidate must publish the entire thesis or at least an excerpt of approximately fifty pages. The Senate of Saint Paul University, at its meeting of 10 April 1987, passed a motion to the effect that the reproduction in microform of Saint Paul University doctoral theses by the National Library of Canada (now Library and Archives Canada) is deemed to be a “publication” according to the Apostolic constitution *Sapientia christiana* of 15 April 1979, art. 49, § 3.

3.15 – After the required number of copies of the final text of the thesis are deposited with the Faculty of Canon Law, and electronic submission at uOResearch has been confirmed,
the name of the candidate to the civil Ph.D. (Canon Law) and the ecclesiastical J.C.D. degrees will be submitted to the Faculty Council for recommendation to the Senates of Saint Paul University and University of Ottawa.

3.16 – **Publication by electronic means or in hardcopy by conventional means**

3.16.1 – Nothing impedes a candidate from publishing the thesis, in total or in a substantial part of at least fifty pages of the manuscript, by conventional or electronic means.

3.16.2 – Before such publication is made, however, the candidate must receive the approval of the Dean of the Faculty. The request for approval will also mention specifically the title under which the published version would be issued. If the text of the thesis as submitted to the Faculty of Graduate and Postdoctoral Studies of the University of Ottawa has been modified for the projected publication, the candidate will indicate in the request what these changes are.

3.16.3 – Before giving the approval, the Dean may request changes in the proposed title or that another part of the thesis be added to or substituted for the one planned for publication; changes may also be requested if the text submitted is different from the text submitted to the Faculty of Graduate and Postdoctoral Studies of the University of Ottawa.

3.16.4 – The Dean’s approval is printed on the verso of the title page, with the various other bibliographical and technical details relating to the publication (copyright notice, ISBN, printing information, legal deposit notice, etc.). This approval is **academic** in nature and, therefore, has nothing to do with the **ecclesiastical** permission (**imprimatur**), which is the responsibility of the author to obtain, if need be.

The text of the approval is as follows: “We have reviewed and approved this thesis for publication in accord with the norm of the statutes of Saint Paul University, Ottawa, ON, Canada.” It will be dated and signed by the Dean and Secretary.

3.16.5 – Three copies of the published work are to be forwarded to the Secretariat of the Faculty with a letter applying for the ecclesiastical degree (J.C.D.). These copies will be distributed as follows: the Faculty’s files, Saint Paul University Library and the thesis supervisor.

**N.B. It is the responsibility of the candidate to keep a current address on file at the Registrar of the University, so that the diploma can be received promptly.**
PART V: DISTANCE STUDENTS

A variety of university services are equally available to distance students. Please see Part II of the Graduate Student Handbook for additional details.

Graduate Diplomas

Graduate diplomas offer considerable flexibility in a residential/distance or distance only configuration. For more information, see Part III of the Graduate Student Handbook, and the website for the latest program offerings.

JCL Distance Program Options

Offered over six semesters, the Licentiate in Canon Law (JCL) degree is an ecclesiastical program governed by the Apostolic Constitution Sapientiae christiana and subsequent legislation and norms of the Holy See. The degree consists of 75 course credits, 66 of which are from compulsory courses.

In addition to the residential option, the Licentiate in Canon Law (JCL) may be partly pursued through distance education. Students take distance education courses over 4 years, with some semesters spent on campus. Two configurations are possible: 4 spring sessions option and the 4 consecutive session option.

Through its partnership with The Broken Bay Institute, students may complete the on campus portion of the 4 spring option in Sydney Australia.

4 Spring Sessions Option (Saint Paul University)

Students take distance education courses over 4 years, combined with residential courses during 4 spring semesters

<table>
<thead>
<tr>
<th>YEAR</th>
<th>FALL</th>
<th>WINTER</th>
<th>SPRING/SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>On SPU Campus</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>On SPU Campus</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td>On SPU Campus</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td>On SPU Campus</td>
</tr>
</tbody>
</table>
4 Spring Sessions Option (Broken Bay Institute)

Students take distance education courses over 4 years, combined with residential courses during 4 spring semesters at The Broken Bay Institute (Sydney, Australia)

<table>
<thead>
<tr>
<th>YEAR</th>
<th>FALL</th>
<th>WINTER</th>
<th>SPRING/SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>On BBI Campus</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>On BBI Campus</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td>On BBI Campus</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td>On BBI Campus</td>
</tr>
</tbody>
</table>

4 Consecutive Sessions Option

Students take distance education courses over 3 years, with the remaining 4 consecutive semesters spent on campus at the end of the program period (14 consecutive months).

<table>
<thead>
<tr>
<th>YEAR</th>
<th>FALL</th>
<th>WINTER</th>
<th>SPRING/SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td>On SPU Campus</td>
</tr>
<tr>
<td>4</td>
<td>On SPU Campus</td>
<td>On SPU Campus</td>
<td>On SPU Campus</td>
</tr>
</tbody>
</table>
Technical Requirements

Distance students require a reliable, high-speed internet connection. To ensure that your computer and networks are properly configured to use Adobe Connect, please run a diagnostic test prior to the start of class.

Students are also encouraged to obtain a microphone and webcam in order to interact with the professor and students during class.

Guidelines for accessing Adobe Connect have been prepared by the Computer and Distance Education Services.

Technical Assistance

For help or more information on technical requirements, contact the Computer and Distance Education Services at (613) 236-1393 extension 2234, by email, or in person in room Guigues 038.

Janet Leclair: jleclair@ustpaul.ca
André Séguin: aseguin@ustpaul.ca

Format of Courses

The distance courses offered by the Faculty of Canon Law incorporate two important tools:

a. Black Board Learn (Virtual Campus): By means of Black Board Learn (BBL), students can access reading materials, communicate with the professor and/or other students, including on campus students, and contribute to discussions facilitated by the professor.

   A video tutorial for accessing Black Board Learn has been prepared by the Computer and Distance Education Services.

b. Adobe Connect: By means of Adobe Connect, distance students have access to course lectures and can participate and interact in real time, that is, when the class is being offered on campus. Recordings are also made available for students to review after class.

Student Attendance and Participation

Distance education courses offered by the faculty are not self-paced. Some form of measurable participation is required each week, as determined by the professor.
Distance students are expected to log in to the course website (BBL) frequently and attend weekly classes by means of Adobe Connect, if at all possible. If students foresee that they will be unable to attend the class each week for a just cause (i.e., due to conflicts with work, ministerial commitments, extreme time zone differences, etc.), the student must notify the professor at the beginning of the semester. Participation can then be measured by some other method, as determined by the professor.

**Assignments and Examinations**

Like on-campus students, each candidate for a degree or diploma must take a regular examination covering every subject of the program. Evaluations may be carried out according to different methods: oral or written examination, written paper, case studies. Written papers shall be the personal work of the student on a specific aspect of the subject approved by the professor.

An oral examination will last five minutes per credit for a minimum of ten minutes; a written examination, one hour per credit for a maximum of three hours. The possibility of an oral exam for distance students is left to the discretion of the professor, and conducted by means determined by the professor.

To receive a degree or a diploma, a student must have passed the examinations in each of the subjects on the program and fulfilled all the other requirements of the program.

**Housing while on Campus**

During their time on campus, distance students may wish to stay at the Saint Paul University Residence. It accommodates up to 180 students in 90 shared two-bedroom suites, throughout the school year. The residence is located on campus.

For additional housing information, see Part II of the Graduate Student Handbook.

**Textbooks**

Required and recommended book lists will be distributed by each professor prior to the start of class. These books may be obtained from the Multiservices Centre. Depending on where the student lives, however, it may be more economical to obtain the book directly from the publisher or by some other vendor.

Books published by the Faculty of Canon Law can be obtained, at a discount for students, directly from the university. Please contact Sylvie Jutras for more information: 613-236-1393, ext. 4017 or sjutras@ustpaul.ca
A complete list of our publications can be found here.

**Library Access and Electronic Resources**

Distance students enjoy access privileges to online databases and electronic journals, in addition to the numerous resources available in Jean-Léon Allie O.M.I. University Library while on campus. Information for connecting to research tools from off-campus can be found here.

A helpful [Canon Law Research Guide](#), prepared by the library, outlines a variety of electronic resources in the area of canon law, such as databases, journals, and ecclesiastical documents.
APPENDICES

Appendix A: Faculty Picnic Suggested Grocery List
(based on approximately 40 persons in attendance)

2 pkgs. hot dogs
1 small pkg. veggie burgers
20-25 bratwurst
4 doz. hamburger patties
4 pkgs. hot dog buns
4 pkgs. hamburger buns
Cheese slices
1 large onion
3 tomatoes
1 head lettuce
1 ketchup
1 mustard
1 mayonnaise
1 relish
1 lg. jar pickles
1 platters of veggies and dip
Coleslaw [one large container is usually enough]
Variety of chips/pretzels/cheetos - approx. 6 bags total
2 or 3 varieties of cookies
36 cans of soft drinks [soda/pop - diet and reg.]
24 bottles of water
1 or 2 pkgs. juice boxes [if children are attending]
2-3 cases [24] beer - variety of brews
3-4 bottles of white wine
4 bottles of red wine
10-12 bags of ice

You will have to forage for large containers in which to chill the drinks - recycle bins are good!

Check the supplies in the Faculty storage room (see Sylvie) before buying paper plates, plastic ware, napkins/serviettes, aluminum foil, plastic wrap, paper towels.

There are some baskets for chips, there are also several large bowls available at the cottage. Bowls, serving platters, tongs, gas grills, full kitchen, refrigerator, and picnic tables are available at the site.

Finally, ask for help in cleaning up after the picnic. The Frères des écoles chrétiennes graciously offer us the use of their cottage. In return, we promise to leave it in the same condition we found it.
Appendix B: Example Invitation to the Dinner following the Comprehensive Exams

Invitation to the
Graduating Students Dinner

You are invited to join us for a Final Banquet to celebrate the conclusion of our studies for the Licentiate in Canon Law at Saint Paul University.

When: [Date] at 6 pm.

Where: [Restaurant]
[Address]
[Telephone]

R.S.V.P. by [date] to [name] by phone [no.] or e-mail [address]. Spouses are invited to enjoy this event.

Spouses are cordially invited to join us for this event. When you respond, please include the total number in your party.

We are looking forward to seeing you on this special occasion!

Each person is responsible for the expenses of their meal and drinks.

(Restaurant website)
Invitation au

Dîner des finissants

Vous êtes cordialement invité à vous joindre à nous pour célébrer la fin de nos études conduisant à la Licence en droit canonique à l'Université Saint-Paul.

Date: le [date] à 18 h.

Endroit: [Restaurant]
[Adresse]
[Téléphone]

R.S.V.P. pour le [date] à [nom] par téléphone [numéro] ou par courriel à l'adresse électronique [adresse].

Les conjoints sont cordialement invités à se joindre à nous pour cet évènement. Veuillez indiquer dans votre réponse le nombre de vos invité(e)s.

Au plaisir de vous voir lors de cet évènement spécial!

Chaque personne défraie le coût de son repas et de sa boisson.

(Site web du restaurant)
Appendix C: Thesis Proposal Form and Guidelines

PROJET DE THÈSE / THESIS PROPOSAL

Nom du candidat ou de la candidate
Name of the candidate

Adresse
Address

Grade désiré
Ph.D. (Droit canonique/Canon Law)
Degree sought

Date de dépôt au Secrétariat
Date submitted to the Faculty office

Titre
Title

Le titre proposé, qui peut n’être que provisoire à cette étape-ci, doit être concis et précis, donnant dans le moins de mots possible une idée exacte du problème étudié.

The proposed title, which may only be tentative at this point, should be concise and clear, and should suggest in the fewest number of words the gist of the problem being studied.
PROTOCOLE DE RÉDACTION DU PROJET DE THÈSE

Le projet de thèse est divisé en cinq sections :

1 – Le problème (Status quaestionis)
2 – Les travaux antérieurs sur le sujet
3 – La méthode
4 – La table des matières
5 – La bibliographie

1 – LE PROBLÈME

Exposer clairement et complètement la nature du problème à étudier.

2 – LES TRAVAUX ANTÉRIEURS SUR LE SUJET

Indiquer les ouvrages ou articles publiés auparavant qui constituent le point de départ de la recherche et dans quelle mesure la thèse projetée peut apporter une contribution originale.

3 – LA MÉTHODE

Expliquer avec exactitude comment le problème sera abordé et le modus procedendi de la recherche.

4 – LA TABLE DES MATIÈRES

Fournir une table des matières, tout au moins provisoire, de la thèse envisagée.

5 – LA BIBLIOGRAPHIE

La bibliographie faisant partie du projet de thèse est forcément incomplète à cette étape. Néanmoins, elle doit être précise, limitée au sujet, annotée par moment, si cela semble nécessaire, et aussi révéler un connaissant de la matière.

GUIDELINES FOR THE PRESENTATION OF THE THESIS PROPOSAL

The thesis proposal is divided into five sections :

1 – The problem (Status quaestionis)
2 – Previous work in the field
3 – Method
4 – Table of content
5 – The bibliography

1 – THE PROBLEM

Give a clear and complete account of the nature of the problem to be studied.

2 – PREVIOUS WORK IN THE FIELD

State what previously published works or articles can be considered as the starting point of your research and up to what point the proposed thesis can be an original contribution.

3 – THE METHOD

Explain with precision the approach taken to study the problem and the research methodology.

4 – THE TABLE OF CONTENTS

Give a tentative table of contents of the proposed thesis.

5 – THE BIBLIOGRAPHY

The bibliography which is part of the thesis proposal is inevitably incomplete at this stage. Nevertheless, it should be precise, relevant, annotated if need be, and also be indicative of a knowledge of the subject.
Appendix D: Sample Thesis Title Page

titre de la thèse

par
nom de l’étudiant

Thèse présentée à la Faculté de droit canonique
de l’Université Saint-Paul, Ottawa, Canada,
en vue de l’obtention du grade de
docteur en droit canonique

Ottawa, Canada
Université Saint-Paul
année
Title of the thesis

by

student name

A dissertation submitted to the Faculty of Canon Law
Saint Paul University, Ottawa, Canada, in partial
fulfillment of the requirements for the degree of
Doctor of Canon Law

Ottawa, Canada
Saint Paul University
year
### Appendix E: Permission to Reproduce and Distribute the Thesis Form

#### Université Saint-Paul University

Permission de reproduire et de distribuer la thèse  
Permission to reproduce and distribute the thesis

<table>
<thead>
<tr>
<th>Nom de l’auteur</th>
<th>Name of the author</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adresse postale</td>
<td>Mailing address</td>
</tr>
<tr>
<td>Grade</td>
<td>Degree</td>
</tr>
<tr>
<td>Année d’obtention</td>
<td>Year granted</td>
</tr>
<tr>
<td>Titre de la thèse</td>
<td>Title of thesis</td>
</tr>
</tbody>
</table>

L’auteur autorise, par la présente, l’Université Saint-Paul, ses successeurs et cessionnaires de distribuer et reproduire électroniquement cette thèse par photographie ou photocopie, et de prêter ou vendre ces reproductions à prix coûtant aux bibliothèques et aux chercheurs qui en font la demande.

The author hereby authorizes Saint Paul University, its successors and assignees, to electronically distribute or reproduce this thesis by photography or photocopy, and to lend or sell such reproductions at a cost to libraries and to scholars requesting them.

____________________________  ______________________________
Date                        (Auteur)  Signature  (Author)
Appendix F: Suggested Books for New Students

At the beginning of the canon law program it is advisable to keep to a minimum the books to be purchased. Students will become aware of the canonical literature and will want to acquire books, commentaries, and journals as they progress. The following publications are among those that students will need during the program or will want to have for personal use in their future career as canonists.

The Codes and Commentaries

The Code of Canon Law and Code of Canons of the Eastern Churches are the essential works that all students must have. Since only the Latin editions are official, owning a bilingual edition is strongly advisable.


This is the translation of the Canon Law Society of Great Britain and Ireland in association with the Canon Law Society of Australia and New Zealand and the Canadian Canon Law Society, published in 1983 and revised in 1997. It includes a translation of the Spanish commentary, Código de Derecho Canónico, Edición bilingüe y anotada, 6th ed. It contains very useful appendices, including Pastor bonus, Universi dominici gregis, the authentic interpretations of the canons, decrees of conferences of bishops in English-speaking countries, tables of correspondence, and an analytical index. Highly recommended.


This version has a very detailed index, tables of corresponding canons, Pastor bonus, etc. It is the only English version also to have the fontes (sources) necessary for doctoral research and sometimes also for the Research Seminar.


The most comprehensive English language commentary is the eight-volume translation of the Spanish Comentario exegético al Código de derecho canónico: E. Caparros et al. (eds.), Exegetical Commentary on the Code of Canon Law, Montréal, Wilson & LaFleur, 2004.

This is the only generally reliable English translation of the Eastern Code. It also has a very detailed index. (The first CLSA translation of the Eastern Code is faulty and should not be used except by those who know canonical Latin very well.)


This is a multi-author commentary on the Eastern Code.


**Other Important Sources**


*Canon Law Digest,* vols. 1-14, now published by the Canon Law Society of America, Washington, DC.

This is a comprehensive English translation of official juridical documents related to the canons of the 1917 Code (vols. 1-10) and the 1983 Code (vols. 11-14). Volumes I-XII have been compiled on a CD, available from the CLSA.


**PONTIFICAL COUNCIL FOR LEGISLATIVE TEXTS, Instruction to be observed by diocesan and interdiocesan tribunals in handling causes of the nullity of marriage Dignitas connubii,** 25 January 2005, Libreria editrice Vaticana, 2005.


This commentary contains the Latin and English text of *Dignitas connubii.*


Volumes One and Two are especially useful. They provide the praenotanda of the sacramental rites and other essential documents pertaining to the liturgy.
## Appendix G: Schedule of Course Offerings

<table>
<thead>
<tr>
<th>YEAR</th>
<th>FALL</th>
<th>WINTER</th>
<th>SPRING/SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>B 2016-2017</td>
<td>DCA 5128 Sanctifying Office</td>
<td>DCA 5130 Matrimonial Law</td>
<td>DCA 5135 Matrimonial Jurisprudence</td>
</tr>
<tr>
<td></td>
<td>DCA 5129 General Norms</td>
<td>DCA 5133 Procedures I</td>
<td>DCA 6321 Seminar on Tribunal Practice</td>
</tr>
<tr>
<td></td>
<td>DCA 5131 Christian Faithful</td>
<td>DCA 5134 Eastern Canon Law</td>
<td>DCA 6395 Research Seminar</td>
</tr>
<tr>
<td></td>
<td>DCA 5136 Introduction to Canon Law</td>
<td>DCA 5138 Special Matrimonial Cases</td>
<td>Optional</td>
</tr>
<tr>
<td></td>
<td>DCA 3108 Latin I</td>
<td>and Procedures</td>
<td>DCA 6922 Field Practicum</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DCA 6112 Administrative Procedures</td>
<td>DCA 6364 Chancery Practice Seminar</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DCA 6113 Temporal Goods</td>
<td>DCA 7998 Licentiate Comprehensive Exam</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DCA 6115 Penal Law</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>DCA 6921 Canonical Latin</td>
<td></td>
</tr>
<tr>
<td>A 2017-2018</td>
<td>DCA 5128 Sanctifying Office</td>
<td>DCA 5127 Particular Churches</td>
<td>DCA 5103 Universal and Supra-Diocesan</td>
</tr>
<tr>
<td></td>
<td>DCA 5129 General Norms</td>
<td>DCA 6116 Foundations of Law</td>
<td>Church Structures</td>
</tr>
<tr>
<td></td>
<td>DCA 5131 Christian Faithful</td>
<td>DCA 6117 Institutes of Law</td>
<td>DCA 5203 Institutes of Consecrated</td>
</tr>
<tr>
<td></td>
<td>DCA 5136 Introduction to Canon Law</td>
<td>Optional</td>
<td>Life and Societies of Apostolic Life</td>
</tr>
<tr>
<td></td>
<td>DCA 3108 Latin I</td>
<td>DCA 3109 Latin II</td>
<td>Optional</td>
</tr>
<tr>
<td>2019-2020</td>
<td></td>
<td></td>
<td>DCA 6961 Study Visit of Roman Curia</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>DCA 6922 Field Practicum</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>DCA 6364 Chancery Practice Seminar</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>DCA 7998 Licentiate Comprehensive Exam</td>
</tr>
</tbody>
</table>

This table indicates *all* courses offered during a given session. Please consult individual timetable for customized course sequence.
# Appendix H: Optional Courses (2016-2018)

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring/Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-2017</td>
<td>DCA 6363W Special Problems in Canon Law III: Psychology and Matrimonial Consent (1.5 cr.)&lt;br&gt;DCA 6365W Special Problems in Canon Law V: Canon Law and the Establishment of a Safe Environment for Minors and Vulnerable Adults (1.5 cr.)</td>
<td>DCA 6364 Special Problems in Canon Law IV: Seminar in Chancery Practice (1.5 cr.)&lt;br&gt;DCA 6922 Stage en milieu de travail / Field Practicum (3 cr.)</td>
<td></td>
</tr>
<tr>
<td>2017-2018</td>
<td>DCA 6301W Special Problems in Canon Law I: TBA (3 cr.)&lt;br&gt;DCA 6363W Special Problems in Canon Law III: TBA (1.5 cr.)</td>
<td>DCA 6364 Special Problems in Canon Law IV: Seminar in Chancery Practice (1.5 cr.)&lt;br&gt;DCA 6922 Stage en milieu de travail / Field Practicum (3 cr.)&lt;br&gt;DCA 6961 Voyage de formation à la Curie romaine / Study Visit to the Roman Curia (1.5 cr.)</td>
<td></td>
</tr>
</tbody>
</table>

52
DCA 6363W  Special Problems in Canon Law III: Psychology and Matrimonial Consent (1.5 cr.)
Deacon Jerry Jorgensen

This course is especially designed for canonists and tribunal practitioners. From the standpoint of a Christian anthropology, it considers the psychological aspects of the human person, especially one's capacity to discern the choice of life-long marriage, and to assume its essential obligations.

DCA 6763W  Problèmes spéciaux de droit canonique III: Psychologie et consentement matrimonial (1,5 cr.)
Prof. Judith Mallette

Ce cours est spécialement conçu pour des canonistes et des praticiens des tribunaux. D'un point de vue de l'anthropologie chrétienne, il considère les aspects psychologiques de la personne humaine, spécialement sa capacité de discerner le choix d'un mariage de toute la vie et d'en assumer les obligations essentielles.

DCA 6365W  Special Problems in Canon Law V: Canon Law and the Establishment of a Safe Environment for Minors and Vulnerable Adults (1.5 cr.)
Prof. John Renken

This course studies the sexual abuse of minors and vulnerable adults from the standpoint of psychology, sociological research, and canon law. It intends to enlighten students in their understanding of sexual abuse and to provide guidance to prevent sexual abuse in the future, to address justice for perpetrators, and to facilitate healing for victims. This course uses videos developed by the “Centre for Child Protection” of the Pontifical Gregorian University in Rome.

DCA 6765W  Problèmes spéciaux de droit canonique V : Droit canonique et la création d'un environnement sûr pour les mineurs et les adultes vulnérables (1,5 cr.)
Prof. John Renken

Ce cours étudie l'abus sexuel des mineurs et des adultes vulnérables du point de vue de la psychologie, de la recherche sociologique, et du droit canon. Elle a l'intention d'éclairer les étudiants dans leur compréhension de la violence sexuelle et de fournir des conseils pour prévenir les abus sexuels à l'avenir, pour faire face la justice pour les auteurs, et pour faciliter la guérison des victimes. Ce cours utilise
des vidéos développés par le "Centre for Child Protection" de l'Université pontificale grégorienne à Rome.

Spring / Printemps, 2017

DCA 6922   Stage en milieu de travail / Field Practicum (3 cr.)

Stage supervisé de pratique canonique d'une durée de six semaines (minimum 18 h/semaine) dans un milieu de travail approuvé. L'évaluation de l'étudiant est fondée sur les résultats du rapport écrit et l'évaluation du superviseur de stage. Ce cours est offert aux étudiants qui terminent la Licence. / A six-week (minimum 18 hours per week) of supervised internship in canonical practice at an approved site. Assessment based on a written report as well as the evaluation of the internship supervisor. This course is offered to students finishing the Licentiate.

DCA 6364   Special Problems in Canon Law IV: Seminar in Chancery Practice (1.5 cr.)
Prof. John Renken

Presentation of singular and general decrees, precepts, and rescripts for routine and exceptional matters. Areas of special focus include: dioceses, parishes, marriage (non-tribunal issues), temporal goods, and penal law. This course is offered to students finishing the Licentiate.

DCA 6764   Problèmes spéciaux de droit canonique IV : Séminaire de pratique des Chancelleries (1,5 cr.)
Prof. Chantal Labrèche

Présentation de décrets généraux et particuliers, préceptes et rescrits pour des questions habituelles et exceptionnelles. Une attention particulière porte sur les diocèses, les paroisses, le mariage (questions autres que les tribunaux), les biens temporels et le droit pénal. Ce cours est offert aux étudiants qui terminent la Licence.
## Appendix I: Course Descriptions

### Fall, 2016

<table>
<thead>
<tr>
<th>CODE</th>
<th>DCA 5129W</th>
<th>TITLE</th>
<th>General Norms</th>
</tr>
</thead>
<tbody>
<tr>
<td>CREDITS</td>
<td>3 credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SESSION</td>
<td>Fall 2016</td>
<td>PROFESSOR</td>
<td>Michael Nobel</td>
</tr>
</tbody>
</table>

**DESCRIPTION**: The first book of the Latin Code is dedicated, as did the first book of the 1917 Code of Canon Law, to providing general principles which direct the interpretation and application of law of the Latin Church. This book is of great significance as the principles contained in it are essential to a proper understanding and application of laws contained in other books of the Code, as well as for appropriate formulation of future universal and particular legislation enacted by competent ecclesiastical authority.

**OBJECTIVES**:
- Introduce students to the Code of Canon Law, to its different parts in Book I and to the need for a critical reading (cc. 1-28; 96-144, 197-203)
- Introduce students to the different exegetical methods so that they will be able to apply them to a given legislative text/norm

**WORKLOAD**: - short tests (true-false; multiple choice, etc.) taken in BBL
- final exam, written, taken in BBL

**EVALUATION**: - short tests: 33%
- final exam: 67%

**REQUIRED TEXTS**: - 1983 Code of Canon Law

**CODE**: DCA 5128W  
**TITLE**: Sanctifying Office

**CREDITS**: 3 credits  
**SESSION**: Fall 2016  
**PROFESSOR**: Chad J. Glendinning


**OBJECTIVES**:  
(1) To provide an overview of cc. 834-1007, 1166-1253 of the 1983 Code of Canon Law, together with subsequent sources of law.  
(2) To explore canonical issues pertaining to the sanctifying function of the Church.

**WORKLOAD**:  
Class attendance and participation  
Written assignments/case studies  
Required readings  
Mid-term evaluation  
Final examination

**EVALUATION**:  
Written assignments  20%  
Mid-term evaluation  40%  
Final examination  40%

**REQUIRED TEXTS**:  
The 1983 *Code of Canon Law*.  

**RECOMMENDED TEXTS**:  

Reading List to be included with Class Notes.
<table>
<thead>
<tr>
<th>CODE : DCA 5131W</th>
<th>TITLE : Christian Faithful</th>
</tr>
</thead>
<tbody>
<tr>
<td>CREDITS : 3 credits</td>
<td>PROFESSOR : Chad J. Glendinning</td>
</tr>
<tr>
<td>SESSION : Fall 2016</td>
<td></td>
</tr>
</tbody>
</table>


**OBJECTIVES** :
(1) To provide an overview of cc. 204-289, 294-329 of the 1983 Code of Canon Law, together with subsequent sources of law.

(2) To explore canonical issues pertaining to the rights and obligations of the Christian faithful.

(3) To provide an overview of the Sacrament of Holy Orders, including the irregularities and impediments to ordination (cc. 1008-1054).

**WORKLOAD** :
- Class attendance and participation
- Written assignments/case studies
- Required readings
- Mid-term evaluation
- Final examination

**EVALUATION** :
- Written assignments  20%
- Mid-term evaluation  40%
- Final examination    40%

**REQUIRED TEXTS** :
- The 1983 *Code of Canon Law*.


Reading List to be included with Class Notes.

**RECOMMENDED TEXTS** :

Reading List to be included with Class Notes.
<table>
<thead>
<tr>
<th><strong>CODE</strong> : DCA 5132W</th>
<th><strong>TITLE</strong> : Administrative Institutes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CREDITS</strong> : 3 credits</td>
<td><strong>PROFESSOR</strong> : John Huels</td>
</tr>
<tr>
<td><strong>SESSION</strong> : Fall 2016</td>
<td></td>
</tr>
</tbody>
</table>

**DESCRIPTION**: General decrees and instructions. Singular administrative acts: singular decrees and precepts, rescripts, privileges, dispensations. Ecclesiastical offices. Drafting of singular and general decrees, precepts, and rescripts for routine and exceptional matters (cc. 29-93, 145-183)

**OBJECTIVES**: To acquire knowledge of the law on general and singular administrative acts and the skills for the drafting of same

**WORKLOAD**: Written examination; class participation; canonical drafting and class presentation in teams

**EVALUATION**: Exam, 50%; class participation, drafting and presentation, 50%

**REQUIRED TEXTS**: *Code of Canon Law*

**RECOMMENDED TEXTS**: *Liturgy and Law*
DESCRIPTION:
I. Introduction into the science of canon law and canonical documentation (acts of the pope, ecumenical councils, Roman Curia; collections of jurisprudence, authors, journals, commentaries) and to the use of resources and faculty citation style.
II. The sources of canon law: sources which contain or transmit legislative texts (collections of laws, canonical collections, codes); canonical institutes

OBJECTIVES:
I. Initiation into the science of canon law, the use of canonical documentation; learning the Faculty of Canon Law citation style.
II. Presentation of the canonical component of the tradition of the Church and sensitizing students to the historical dimension of canon law

WORKLOAD:
I. Participation in the course; a short written assignment (for Segment I)
II. Participation in the course; written exam at the end of the course (for Segment II)

EVALUATION:
I. Written assignment
II. Written exam

REQUIRED TEXTS:
I. Faculty of Canon Law, Saint Paul University, Guidelines for Seminar Papers and Doctoral Theses, 12th edition, 2015 (on Blackboard).
II. Distributed in the classroom

RECOMMENDED TEXTS:
<table>
<thead>
<tr>
<th>CODE</th>
<th>DCA 5137W</th>
<th>TITLE</th>
<th>The Teaching Office of the Church</th>
</tr>
</thead>
<tbody>
<tr>
<td>CREDITS</td>
<td>3 credits</td>
<td>PROFESSOR</td>
<td>John Huels</td>
</tr>
<tr>
<td>SESSION</td>
<td>Fall 2016</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


**OBJECTIVES**: To become familiar with all the contents of Book III of the Code and to acquire a profounder understanding of the more important canons on the teaching office of the Church.

**WORKLOAD**: Class attendance, course notes, journal on readings as explained on the course syllabus

**EVALUATION**: Class attendance, 10%; journal 90%

**REQUIRED TEXTS**: Code of Canon Law, Code of Canons of the Eastern Churches

**RECOMMENDED TEXTS**: To be distributed along with course notes.
CODE: DCA 6112W
CREDITS: 3 credits
SESSION: Fall 2016

TITLE: Administrative Procedures (cc. 184-196, 290-293; 1708-1712; 1713-1716, 1732-1752)

PROFESSOR: Wojciech Kowal, OMI

DESCRIPTION: presentation of the universal legislation on the loss of ecclesiastical office (cc. 184–196), loss of clerical state (cc. 290-293, 1708-1712), methods of avoiding trials (cc. 1713-1716), hierarchical recourse (cc. 1732-1739), contentious-administrative recourse before the Apostolic Signatura (special law), removal and transfer of pastors (1740-1752).

OBJECTIVES: knowledge of the legislation; interpretation of ecclesiastical laws and their application in the life of the Church

WORKLOAD: participation in the course and the discussions; written assignment (preparation of a recourse against the decree of removal of pastor); exam at the end of the course

EVALUATION:
1. Written assignment – 50% of the final grade
2. Oral exam (students on campus); written exam (on line students) – 50 % of the final grade

REQUIRED TEXTS:
1983 Code of Canon Law, cc. 290-293; 1708-1712; 1713-1716, cc. 1732-1739; cc. 1740-1752;
Special Faculties for the Congregation for the Clergy and Evangelization of Peoples (on Blackboard);

RECOMMENDED TEXTS:
Daniel, W.L., Ministerium Iustitiae. Jurisprudence of the Supreme Tribunal of the
Apostolic Signatura, Gratianus, Montreal, Wilson & Lafleur, 2011.


**CODE**: DCA 6113W  
**TITLE**: Temporal Goods  
**CREDITS**: 3 credits  
**SESSION**: Fall 2016  
**PROFESSOR**: John A. Renken


**OBJECTIVES**:

1) To understand the Church’s universal law on temporal (and ecclesiastical) goods: their acquisition, retention, administration, and alienation (*Book V* of the CIC)

2) To know important concepts related to temporal goods: e.g.,
   a) Juridic persons (private and public): erection, modification, suppression
   b) Stable patrimony
   c) Pious causes: pious wills, pious trusts, pious foundations
   d) Temporal goods, ecclesiastical goods, “Church” (in *Book V*)

3) To study the particular law of various episcopal conferences implementing universal legislation, other particular laws related to temporal goods, and special instructions to assist in the administration of ecclesiastical goods issued by ordinaries

4) To investigate the interface between canon law and civil law regarding Church property

5) To study various diocesan groups involved with ecclesiastical goods (e.g., college of consultors, diocesan finance council, presbyteral council)

6) To investigate the statutes of juridic persons

7) To learn the Code’s discipline on temporal goods and institutes of consecrated life and societies of apostolic life

8) To apply the discipline of the Code in parish statutes, and the modification of parish structures

**WORKLOAD**:  
Class attendance  
Weekly study questions  
Required readings  
Mid-term examination  
Final examination

**EVALUATION**:  
Class attendance, study questions, group work, discussions – 10%  
Mid-term examination – 40%  
Final examination – 50%

**REQUIRED TEXTS**:  

3) Supplemental class notes of professor.

**RECOMMENDED TEXTS**: Various articles in periodicals, especially those indicated in the bibliography of the required text.
**CODE:** DCA 6115W  
**TITLE:** Penal Law  
**CREDITS:** 3 credits  
**SESSION:** Fall 2016  
**PROFESSOR:** John A. Renken


**OBJECTIVES:**
1) To understand the penal legislations, substantive and procedural, of the Church  
2) To distinguish penal laws and penal precepts  
3) To identify the subjects of penal sanctions  
4) To be aware of the various kinds of penalties and other punishments: censures (=medicinal penalties), expiatory penalties, penal remedies, penances.  
5) To understand the Code’s discipline on the application and cessation of penalties  
6) To know the penalties for individual delicts in the Code and outside the Code  
7) To learn the Church’s penal process: preliminary investigation, development of the judicial and extrajudicial processes, actions to repair damages

**WORKLOAD:**
- Class attendance
- Weekly study questions
- Required readings
- Mid-term examination
- Final examination

**EVALUATION:**
- Class attendance, study questions, group work, discussions – 20%  
- Mid-term examination – 40%  
- Final examination – 40%

**REQUIRED TEXTS:**

**RECOMMENDED TEXTS:** Various articles in periodicals, especially those indicated in the bibliography distributed by the professor.
The research method and composition of a Ph.D. dissertation in Canon Law is governed by the general principles on objective research, the guidelines provided by the General Regulations and Procedures of the Faculty of Graduate and Post-doctoral Studies of the University of Ottawa and the directory of the faculty of Canon Law of Saint Paul University.

This course has a twofold purpose:
1) to initiate a Ph.D. candidate to the research method particularly pertinent to Canon Law, and
2) to compose a Thesis Proposal to be approved by the Faculty of Canon Law of Saint Paul University.

The first goal includes explanation of research method utilized in sciences in general and in the science of Canon Law in particular. This method also includes explanation of bibliographical and footnote methods approved by the Faculty of Canon Law to be used in the writing of doctoral dissertation. The second goal is directed primarily toward the selection and precisioning of the theme of the dissertation and composition of a tentative outline of the entire thesis in accord with the general principles of research and directives indicated above.

This outline, or project, is to be finally approved by the Faculty of Canon Law of Saint Paul university before the actual research and writing of the thesis could begin. It is a brief but rigorous course meant to prepare well a doctoral student for the difficult task of researching, writing and defending his/her doctoral dissertation. This course also includes preparations for doctoral comprehensive exam, thesis defence and other details directly related to the completion of the dissertation.
### Winter, 2017

<table>
<thead>
<tr>
<th><strong>CODE:</strong> DCA 5130W</th>
<th><strong>TITLE:</strong> Matrimonial Law</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CREDITS:</strong> 3 credits</td>
<td><strong>SESSION:</strong> Winter 2017</td>
</tr>
<tr>
<td><strong>PROFESSOR:</strong> Chantal Labrèche</td>
<td></td>
</tr>
</tbody>
</table>


| **OBJECTIVES:** |
| To give an overview of canons 1055-1140 of the 1983 Code of Canon Law. To study other sources of the law (eg.: Instruction, *motu proprio*, etc.). |

| **WORKLOAD:** |
| Attendance and participation in class |
| Required readings |
| Mid-term exam |
| Final exam |

| **EVALUATION:** |
| Mid-term exam – 40% |
| Final exam – 60% |

| **REQUIRED TEXTS:** Code of Canon Law (1983) |

<p>| <strong>RECOMMENDED TEXTS:</strong> Reading List to be included with Class Notes. |</p>
<table>
<thead>
<tr>
<th><strong>CODE</strong></th>
<th>DCA 5134W</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CREDITS</strong></td>
<td>3 credits</td>
</tr>
<tr>
<td><strong>SESSION</strong></td>
<td>Winter 2017</td>
</tr>
<tr>
<td><strong>TITLE</strong></td>
<td>Eastern Canon Law</td>
</tr>
<tr>
<td><strong>PROFESSOR</strong></td>
<td>Jobe Abbass</td>
</tr>
</tbody>
</table>

**DESCRIPTION:** Introduction to the Eastern Code and Eastern Churches

**OBJECTIVES:** After having identified the Eastern Catholic Churches and their common Code, this course aims to conduct a comparative study of the two Codes of the Catholic Church from the perspective of the Eastern Code. At the same time, the application of the Eastern Code to the Latin Church will be examined.

**WORKLOAD:** Attendance at Lectures; no written assignment

**EVALUATION:** Written Exam at the end of the course

**REQUIRED TEXTS:** “CCEO and CIC in Comparison”, which will be made available to students, is the text to be followed in class.

**RECOMMENDED TEXTS:** “The Eastern Code (canon 1) and Its Application to the Latin Church”, hopefully available for purchase at Multi-services
**CODE:** DCA 5138  
**CREDITS:** 1 credit  
**SESSION:** Winter 2017  
**PROFESSOR:** Wojciech Kowal, OMI

**DESCRIPTION:** presentation of the universal legislation on: ratified and consummated marriage (c. 1141), dissolution of ratified and non-consummated marriages (cc. 1142; 1697–1706), dissolution of marriages in virtue of the Pauline privilege (cc. 1143–1147), certain sixteenth century provisions (cc. 1148–1149), dissolution of marriages in favour of the faith (c. 1150 and the special norms), separation of spouses when the bond remains (cc. 1151–1155; 1692–1696), validation of marriage (cc. 1156–1165), presumed or alleged death of a spouse (c. 1707).

**OBJECTIVES:** knowledge of the legislation; interpretation of ecclesiastical laws and their application in the life of the Church

**WORKLOAD:** participation in the course; written exam at the end of the course

**EVALUATION:** written final exam


**RECOMMENDED TEXTS:**


<table>
<thead>
<tr>
<th>CODE</th>
<th>DCA 6114W</th>
<th>TITLE</th>
<th>Procedures II</th>
</tr>
</thead>
<tbody>
<tr>
<td>CREDITS</td>
<td>3 credits</td>
<td>PROFESSOR</td>
<td>Chad J. Glendinning</td>
</tr>
<tr>
<td>SESSION</td>
<td>Winter 2017</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


**OBJECTIVES**: To study the ordinary contentious trial, with particular concern for the matrimonial process. The legislative changes introduced by Pope Francis, by means of the motu proprio *Mitit iudex Dominus Iesus* will be treated. Our examination will also include a study of the instruction *Dignitas connubii* and practical applications for tribunal ministry.

**WORKLOAD**:
- Class attendance and participation
- Written assignments/case studies
- Required readings
- Mid-term examination
- Final examination

**EVALUATION**:
- Written assignments 20%
- Mid-term examination 40%
- Final examination 40%

**REQUIRED TEXTS**:  
- 1983 *Code of Canon Law*.  
- FRANCIS, Apostolic letter motu proprio *Mitit iudex Dominus Iesus*, 15 August 2015.  

**RECOMMENDED TEXTS**:  
A reading list will be provided with the class notes.
## Spring 2017

<table>
<thead>
<tr>
<th>CODE</th>
<th>DCA 5135</th>
<th>TITLE</th>
<th>Matrimonial Jurisprudence</th>
</tr>
</thead>
<tbody>
<tr>
<td>CREDITS</td>
<td>3 credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SESSION</td>
<td>Spring/Summer 2017 (BBI)</td>
<td>PROFESSOR</td>
<td>John A. Renken</td>
</tr>
</tbody>
</table>

**DESCRIPTION**: Study of jurisprudence focusing on the grounds of nullity of matrimonial consent, with special focus on the jurisprudence of the Roman Rota.

**OBJECTIVES**:

1. To review the Christian anthropology which understands marriage consent as an act of the will, informed by the intellect, made by a human being capable of eliciting valid consent
2. To understand the meaning of “jurisprudence” and the process of its development
3. To study the jurisprudence of the Roman Rota
4. To study in depth the various captia nullitatis currently operative in the Church, as these relate to
   A. Human incapacity to elicit valid consent (incapacity to reason, to discern one’s marital choice, to assume the essential obligations of marriage)
   B. Defects of the intellect (some ignorance, some errors)
   C. Defects of the will (simulations, conditions, force and fear)
5. To comprehend the proofs adequate to overturn the presumed validity of marriage with moral certitude
6. To understand the distinctions among closely related capita nullitatis (e.g., error about marital permanence vs. simulation about marital permanence), especially as these result in substantial conformity of decisions (vs. formal conformity)

**WORKLOAD**:
- Class attendance
- Required readings
- Occasional small group discussions

**EVALUATION**:
- Class attendance and active participation – 20%
- Mid-term examination (written) – 40%
- Final examination (written) – 40%

**REQUIRED TEXTS**:
- 1983 Code of Canon Law
- Class notes of professor
- Selected rotal decisions distributed by the professor

**RECOMMENDED TEXTS**:
- Various commentaries on the marriage canons and jurisprudence
- Articles on marriage canons and jurisprudence in periodicals
**CODE:** DCA 6321  
**TITLE:** Seminar on Tribunal Practice  
**CREDITS:** 3 cr.  
**TERM:** Spring 2017  
**PROFESSOR:** Alexander M. Laschuk

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>OBJECTIVES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) To review substantive marriage law (especially on matrimonial consent), procedural marriage law, and matrimonial jurisprudence;</td>
</tr>
<tr>
<td>2) To study the various formularies (decrees, correspondence, etc.) employed in both the ordinary and briefer marriage nullity processes;</td>
</tr>
<tr>
<td>3) To investigate appropriate ground-specific questions to be asked of parties and witnesses during a marriage nullity trial;</td>
</tr>
<tr>
<td>4) To understand the content of the animadversions of a defender of the bond, the brief of an advocate for a party, and a sentence of matrimonial nullity.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WORKLOAD</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Class attendance</td>
</tr>
<tr>
<td>2) Required readings</td>
</tr>
<tr>
<td>3) Case studies</td>
</tr>
<tr>
<td>4) Special project: Prepare a defender’s animadversions, advocate’s brief, judge’s sentence</td>
</tr>
<tr>
<td>5) Written final examination</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EVALUATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class attendance and participation – 20%</td>
</tr>
<tr>
<td>Special project – 40%</td>
</tr>
<tr>
<td>Written final examination – 40%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REQUIRED TEXTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) <em>Code of Canon Law</em> (1983) including revised canons from <em>Mitis iudex Dominus Iesus</em></td>
</tr>
<tr>
<td>2) Instruction, <em>Dignitas connubii</em></td>
</tr>
<tr>
<td>3) Responses of the Pontifical Council for Legislative Texts (to be distributed by professor)</td>
</tr>
<tr>
<td>4) Supplemental class notes of professor</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RECOMMENDED TEXTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) <em>Code of Canons of the Eastern Churches</em> (1990) including revised canons from <em>Mitis et misericors Iesus</em></td>
</tr>
<tr>
<td>2) Various commentaries, articles, etc. – at the choice of the student</td>
</tr>
<tr>
<td>CODE: DCA 6364</td>
</tr>
<tr>
<td>----------------</td>
</tr>
<tr>
<td>CREDITS: 1.5 credits</td>
</tr>
<tr>
<td>SESSION: Spring 2017</td>
</tr>
</tbody>
</table>

**DESCRIPTION:**

Presentation of singular and general decrees, precepts, and rescripts for routine and exceptional matters. Areas of special focus include: dioceses, parishes, marriage (non-tribunal issues), temporal goods, and penal law.

**OBJECTIVES:**

1. To learn to apply the basic principles of legal drafting
2. To study documents implementing the constitutive law of the Code concerning dioceses and parishes
3. To study documents implementing the discipline of canon law in the matters of marriage (non-tribunal issues), temporal goods, and penal law
4. To apply canon law in concrete settings through "case studies" for which students identify the pertinent discipline and prepare a "press release" to address the case

**WORKLOAD:**

- Class attendance
- Required readings
- Case studies - written project (in groups)

**EVALUATION:**

- Class attendance and participation – 40%
- Special written projects – 60%

**REQUIRED TEXTS:**

2. Supplemental class notes of professors

**RECOMMENDED TEXTS:**

Students are encouraged to study various canonical documents and forms used in their particular Churches (and/or institutes of consecrated life/societies of apostolic life)
**CODE:** DCA 6922  
**CREDITS:** 3 credits  
**SESSION:** Spring/Summer 2017

**TITLE:** Field Practicum  
**COORDINATOR:** Chantal Labrèche

### DESCRIPTION:
Six-week supervised internship in canonical practice in a diocesan chancery and tribunal

### OBJECTIVES:
1) Acquire practical experience in the application of canon law in a chancery environment, according to the program created by the Faculty of Canon Law, SPU: diocesan curial organization, diocesan and parish offices and ministries, drafting of singular administrative acts, knowledge of administrative processes, statutes, constitutions, archives, sacramental policies and procedures, temporal goods administration.

2) Acquire practical experience in the application of canon law in a tribunal environment, according to the program created by the Faculty of Canon Law, SPU: matrimonial processes and jurisprudence, administrative recourse procedures and jurisprudence, penal processes and jurisprudence,

### WORKLOAD:
1) Presence at the chancery for three weeks, for a minimum of 18 hours per week.  
2) Presence at the tribunal for three weeks, for a minimum of 18 hours per week.

### EVALUATION:
The practicum evaluation is completed by the supervisor (a qualified canonist from the host diocese).

### REQUIRED TEXTS:
None.

### RECOMMENDED TEXTS:
None.