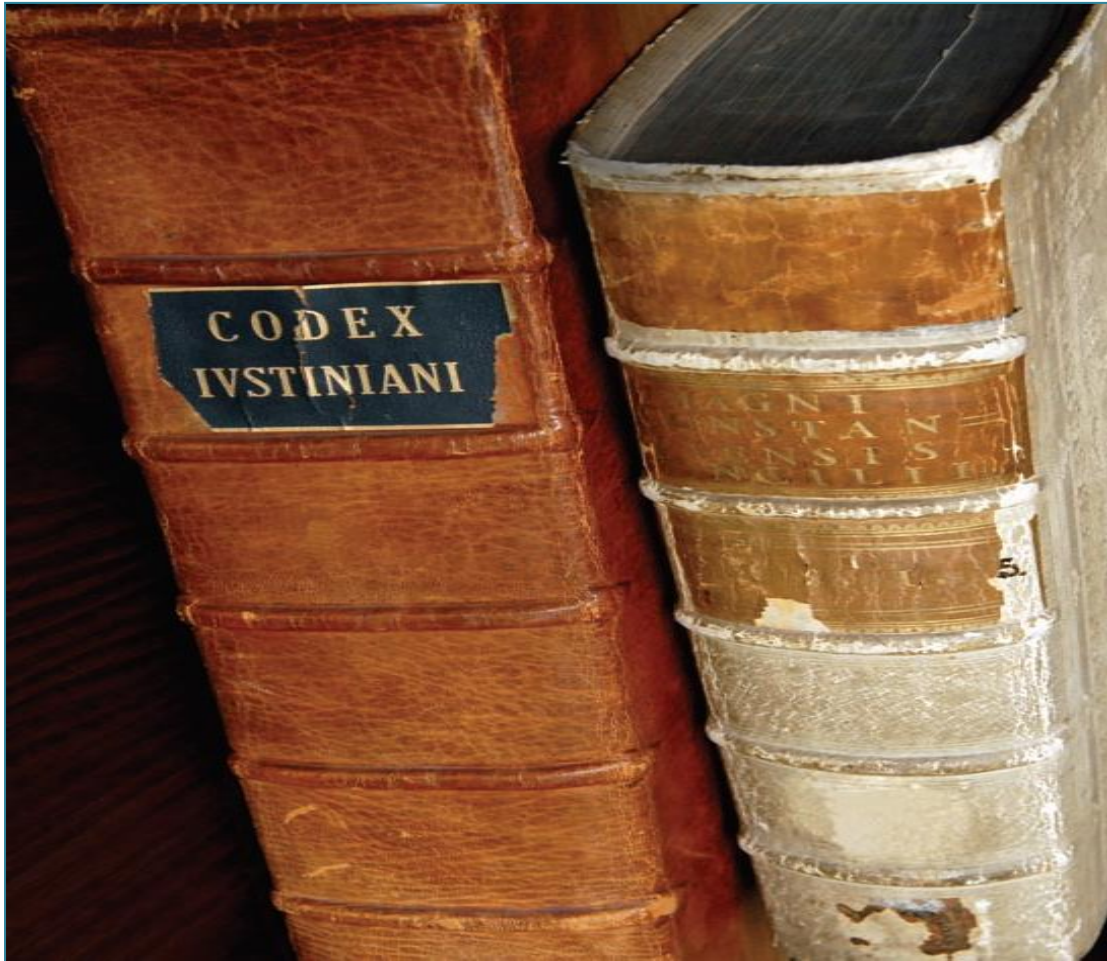


# CANON LAW STUDENT HANDBOOK

## JANUARY 2016



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## 1) INTRODUCTION – STATEMENT OF PURPOSE

- a) The School of Canon Law [hereafter “The School”] is one of twelve schools of the Catholic University of America. The Schools of Canon Law, Theology and Religious Studies and Philosophy are each an ecclesiastical faculty established by the Apostolic See and authorized to grant licentiate and doctorate degrees. As an integral part of The Catholic University of America, the School participates in the mission of the University and thus “seeks to discover and impart the truth through excellence in teaching and research, all in service to the Church, the nation and the world.” (*CUA Mission statement*) The School as a community of scholars cooperates in the academic and practical study of canon law to be of service to the Church locally, nationally and internationally.
- b) The instruction in this School familiarizes students with the body of law of the Catholic Church, its development, interpretation, and application. Planned courses prepare students for the professional practice of canon law in diocesan and religious administration, ecclesiastical tribunals, the teaching of canon law, and for scientific canonical research. In accord with this purpose, the School awards canonical degrees: the Licentiate in Canon Law (J.C.L.) and Doctorate in Canon Law (J.C.D.).
- c) The Code of Canon Law promulgated by Pope John Paul II in 1983 constitutes the primary focus of the courses offered in the School, along with two other essential texts, the apostolic constitution *Pastor Bonus* regulating the Roman Curia and promulgated by Pope John Paul II in 1988 and the Code of Canons of Eastern Churches promulgated by Pope John Paul II in 1990. A proper understanding and implementation of the provisions of the current law of the Church require not only acquired skill in correct legal interpretation but also a broad grasp of the historical, ecclesiological and theological factors contributing to its development. Through study, research, and continuing education, the canonist serves the Church through the ongoing development and application of the law.
- d) According to Article 75 of *Sapientia Christiana*, a Faculty of Canon Law “whether Latin or Oriental, has the aim of cultivating and promoting the juridical disciplines in the light of the law of the Gospel and of deeply instructing the students in these, so as to form researchers, teachers, and others who will be trained to hold special ecclesiastical posts.”
- e) Faculty members provide personal guidance to students. Directed guidance toward work on theses and dissertations acquaint and equip students with the applied methods of canonical research. Guidance at every level of instruction addresses the practical needs of canonists at the present time. In keeping with this commitment, the faculty also engages in personal research and consultation in service to bishops and their dioceses, other ecclesiastical officials, institutes and societies of consecrated life, and other church organizations.
- f) This *Handbook* draws together practical information of interest to students in the School of Canon Law, providing them with important resources for study at

the University and service in the years to come.

- g) The *Handbook* begins with a description of the programs offered through the School. It provides information on normal academic activities and expectations, grievance procedures, and services of interest to students. The appendices offer further details for specific activities.

## 2) FIRST CYCLE

### a) Aim of the Program

- i) The study of canon law occurs in the context of ecclesiology, that is, an understanding of the Church, its life and ministry. Before admission to the regular licentiate program, the School, following directives of the Apostolic See, requires a background of a master's degree in theology or its equivalent, such as the completion of the philosophical and theological program required for priestly ordination. The School offers the First Cycle in conjunction with the School of Theology and Religious Studies for persons without this background as one option among others. Franciscan University of Steubenville also offers programs which fulfill the First Cycle requirements.
- ii) Terminology: "First Cycle" refers to the preparatory theological and philosophical course work necessary to begin the study of canon law proper. "Second Cycle" refers to the six semesters in which students study the Code and upon the successful completion of which leads to the conferral of the Licentiate in Canon Law. "Third Cycle" refers to the further juridical formation, the writing of the doctoral dissertation and upon successful completion of which leads to the conferral of the doctor of canon law degree.

### b) Requirements

- i) For those with no previous training in philosophy or theology, the First Cycle lasts for four semesters or two years. The following disciplines are obligatory:
  - (1) Elements of philosophy: philosophical anthropology, metaphysics, ethics.
  - (2) Elements of theology: an introduction to Sacred Scripture; fundamental theology; the transmission and credibility of divine revelation; Trinitarian theology; Christology; divine grace; in a special way, ecclesiology; general and special sacramental theology; fundamental and special moral theology, especially as it pertains to marriage and human sexuality.
  - (3) Fundamental institutes of canon law.
  - (4) Latin and a modern language such as French, German, Italian, or Spanish.
- ii) The First Cycle does not result in a degree, but qualifies a student to enter the Second Cycle.

- iii) Graduate credits from other universities, seminaries or theologates in the above areas of study and related areas may be transferred with the approval of the Dean. If the student meets the requirements for the First Cycle, additional courses may be taken during this cycle from among the offerings of the School regularly open to students from other academic units. Credits from these courses may be applied toward the credit hour requirements of the Second Cycle or licentiate program. However, courses taken for credit toward satisfying the First Cycle requirements, even if they are from among courses in the Second Cycle, may not be counted twice. They cannot satisfy requirements of both First and Second Cycle in computing the total number of credit hours.
- iv) If the requirements of the First Cycle have been satisfied, an applicant may be admitted directly to the Second Cycle. In individual cases, minor deficiencies may be remedied during the regular course of studies in the Second Cycle.

### 3) SECOND CYCLE OR LICENTIATE PROGRAM

#### a) Aim of the Program

- i) The six semester licentiate program provides an in-depth study of the Code of Canon Law along with other disciplines having an affinity with it. In this process, the student comes to understand the Code in terms of its theological, philosophical, and historical background, and learn the method and practice of scientific research.
- ii) The School requires that level of research for the licentiate expected of professional canonists. The student must demonstrate exacting investigation of canonical questions encountered in curial, tribunal, and similar practice with an articulation of these findings in written opinions, briefs, and the like. For the students who intend to pursue the doctorate in canon law, the thesis demonstrates an ability to write well, how to research and use canonical sources.

#### b) Requirements

##### i) Residence

- (1) The Second Cycle lasts for a minimum of six semesters over a period of two or three years or a combination of summer study with on-line courses which fulfill the residence requirements for the licentiate. The requirements including the thesis should be finished within the framework of three years. Continuous enrollment is required unless the dean grants a student a leave of absence for a very serious reason (see appendix 3).

ii) Language Requirements

- (1) Canon Law is an international law. The official texts of the law and many documents of canonical importance are in Latin. Other texts appear in various modern languages. Many of the significant commentaries on the law and studies about canon law topics appear in languages other than English.
- (2) To understand canon law more accurately, to interpret and apply it more fully, and to instruct others more effectively as to its meaning and proper application, it is important to have access to more than the limited amount of canonical commentary available in English. An integral dimension of the formation of a canon lawyer for subsequent professional work demands the development of an ability to use canonical Latin and read the canonical literature in modern languages including English.
- (3) The School of Canon Law designed the following policy to facilitate this formation within the licentiate program in canon law at The Catholic University of America.
  - (a) Students in the licentiate program are to demonstrate an ability to read canonical literature in Latin and in one of the following modern languages: French, German, Italian, or Spanish unless one of those languages is their native language. The student is to meet this requirement prior to the submission of the thesis proposal.
  - (b) An ability to read canonical literature in Latin and in a modern language listed above is demonstrated as follows:
    - (i) Satisfactory completion of a written examination in Latin (sponsored by the Department of Greek and Latin) or the satisfactory completion of the three courses in canonical Latin.
    - (ii) Satisfactory completion of a written examination in one of the above modern languages administered by the School of Canon Law, even if such a language course has been taken at the University or another academic institution. The examination is on a pass/fail basis. If the student fails to pass, the language examination may be retaken. No grade is reported on the permanent record, only the fact that the language requirement has been satisfied.
    - (iii) Students whose native language is one of the modern languages listed above, request an exemption exam from the Dean's office
  - (c) The purpose for the aforementioned Latin examination/ course and modern language examination is to demonstrate a sufficient understanding of the material to be able to use it reliably in addressing a canonical issue. The material of the examinations will usually be taken from a commentary on the code or from an article or

monograph dealing with some aspect of the current law of the Church. The student may use a dictionary in the language in question for the examination.

(d) To assist in preparation, consult commentaries in the language of choice or in areas of the law in which one is working in class. One should consider the major journals such as *Studia Canonica*, *Année Canonique*, *Archiv für katholisches Kirchenrecht*, *Apollinaris*, and *Revista Española de Derecho Canonico*.

c) The six semesters of courses may be taken in one of three ways:

i) Academic Year Fall / Spring for three academic years

ii) Academic Year Fall / Spring and Summer Semester for two years

iii) Four Summer Semesters and on-line courses during each academic semester.

iv) The following two tables illustrate the correlation between semesters and courses:

<b>2 Year Program</b>	<b>3 Year Program</b>
<p><b><u>FALL: Semester A</u></b>            CL 701 History of Canon Law, (3 CH)            CL 711 General Norms I, (3 CH)            CL 721 Particular Church, (3 CH)            CL 731 Sacramental Law, (3 CH)            Latin I, (1 CH)</p> <p><b><u>SPRING: Semester B</u></b>            CL 712 General Norms II (3 CH)            CL 720 Ordained Ministry (3 CH)            CL 726 Lay Ministry (2 CH)            CL 734 Juridical Structure of Matrimony (3 CH)            Latin II (1 CH)</p> <p><b><u>Summer II</u></b>            CL 715 American Law for Canonists (3 CH)            CL 724 Consecrated Life (3 CH)            CL 741 Procedural Law (4 CH)  <b>Elective</b></p> <p><b><u>FALL: Semester E</u></b>            CL 728 Supra-Diocesan Structures (3 CH)            CL 739 Matrimonial Jurisprudence (3 CH)            CL 744 Temporal Goods (3 CH)            CL 746 Protection of Rights (3 CH)            Latin III (1 CH)</p> <p><b><u>SPRING: Semester F</u></b>            CL 727 Philosophy &amp; Theo of Law, (3 CH)</p>	<p><b><u>FALL: Semester A</u></b>            CL 701 History of Canon Law (3 CH)            CL 711 General Norms I (3 CH)            CL 721 Particular Church (3 CH)            CL 731 Sacramental Law (3 CH)            Latin I (1 CH)</p> <p><b><u>SPRING: Semester B</u></b>            CL 712 General Norms II (3 CH)            CL 720 Ordained Ministry (3 CH)            CL 726 Lay Ministry (2 CH)            CL 734 Juridical Structure of Matrimony (3 CH)            Latin II (1 CH)</p> <p><b><u>FALL: Semester C</u></b>            CL 715 American Law for Canonists (3 CH)            CL 724 Consecrated Life (3 CH)            CL 741 Procedural Law (4 CH)  <b>Elective</b>            Latin III (1 CH)</p> <p><b><u>SPRING: Semester D</u></b>            CL 716 Religious Liberty (3 CH)            CL 750 Teaching Office (2 CH)            CL 751 Sanctions (3 CH)  <b>Elective</b></p> <p><b><u>FALL: Semester E</u></b>            CL 728 Supra-Diocesan Structures (3 CH)</p>

CL 760 Roman Law, (3 CH) CL 771 Eastern Law, (2 CH) <b>Elective (or in summer III)</b>  <b>Summer III</b> CL 716 Religious Liberty, (3 CH) CL 750 Teaching Office (2 CH) CL 751 Sanctions (3 CH) <b>Elective (or in Spring F)</b> COMPREHENSIVES (1 CH) THESIS (1 CH)	CL 739 Matrimonial Jurisprudence (3 CH) CL 744 Temporal Goods (3 CH) CL 746 Protection of Rights (3 CH)  <b>SPRING: Semester F</b> CL 727 Philosophy & Theo of Law (3 CH) CL 760 Roman Law (3 CH) CL 771 Eastern Law (2 CH) COMPREHENSIVES (1 CH) THESIS (1 CH)
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Summer Semester J.C.L. Program	
<b>Summer I</b> CL 711 General Norms I (3 CH) CL 721 Particular Church (3 CH) CL 731 Sacramental Law (3 CH) CL 734 Juridical Structure of Matrimony (3 CH)  <b>On-line Fall I</b> CL 701 History of Canon Law (3 CH) Latin I (1 CH)  <b>On-line Spring I</b> CL 712 General Norms II (3 CH) Latin II (1 CH)  <b>Summer II</b> CL 715 American Law for Canonists (3 CH) CL 724 Consecrated Life (3 CH) CL 726 Lay Ministry (2 CH) CL 741 Procedural Law (4 CH)  <b>On-line Fall II</b> CL 728 Supra-Diocesan Structures (3 CH) Latin III (1 CH)  <b>On-line Spring II</b> CL 720 Ordained Ministry (3 CH)	<b>Summer III</b> CL 716 Religious Liberty (3 CH) CL 750 Teaching Office (2 CH) CL 751 Sanctions (3 CH) <b>Elective</b>  <b>On-line Fall III</b> CL 739 Matrimonial Jurisprudence (3 CH)  <b>On-line Spring III</b> CL 760 Roman Law (3 CH)  <b>Summer IV</b> CL 746 Protection of Rights (3 CH) CL 771 Eastern Law (2 CH) <b>Elective</b>  <b>On-line Fall IV</b> CL 744 Temporal Goods (3 CH)  <b>On-line Spring IV</b> CL 727 Philosophy & Theology of Law (3 CH)  <b>Summer V</b> COMPREHENSIVES (1 CH) THESIS (1 CH)

d) Comprehensive Examination

- i) The Special Norms to *Sapientia Christiana* #58 state “Besides examinations or equivalent tests for each discipline, at the end of the second cycle there is to be a comprehensive examination or equivalent test, whereby the student proves that he has received the full and scientific formation demanded by the cycle.” Consequently, in this final comprehensive examination, the student is expected to demonstrate:

- (1) knowledge and mastery of the whole corpus of church law;
- (2) a facility with the Code of Canon Law
- (3) its appropriate interpretation in relationship to church life;
- (4) the interrelatedness of various aspects of the law to one another.



- ii) The subject of the examination is the *ius vigens* of the Latin Church. Questions deal primarily with the 1983 *Codex Iuris Canonici* and *Pastor Bonus*, but questions may deal with *extravagantes* if they received significant attention in a required course. When significant institutes are regulated largely by extra-codal legislation, it is expected that the student will know in what document(s) the relevant legislation may be found.
  - iii) The comprehensive examination can be taken only after all the course work required for the JCL degree has been satisfactorily completed.
  - iv) A student who twice fails the comprehensive examination is no longer eligible to receive the licentiate.
- e) JCL Thesis
- i) The JCL thesis demonstrates the student's ability to research a specific canonical topic in-depth, using canonical sources and demonstrating an ability to use the "tools of the canonical trade" and present the results coherently and systematically. Various possible approaches to the thesis exist, such as historical or comparative legal analysis.
  - ii) In preparation for the thesis, the student should review the pertinent pages of the current Graduate Studies *Announcements* and the University Regulations on Assistance in Graduate Student Research Consult the webpage of the Dean of Graduate Studies for these and other pertinent texts: <http://graduatestudies.cua.edu> ). Consult the School webpage for topics handled previously. Discuss possible topics – prior or subsequent to preliminary research – with a member of the faculty.
  - iii) The completed licentiate thesis, approved by the director and reader, must be submitted, at the very latest, within three years of the completion of course work requirements, unless the Dean has granted either a leave of absence for very serious reasons or an extension of time to complete the thesis after consultation with the director regarding satisfactory thesis progress. After completing course requirements and other than an officially granted a leave of absence, the student must maintain registration during this time period.
  - iv) A leave of absence can be granted by the Dean for very serious reasons on a semester or annual basis, but only for a maximum of four semesters. It is important for students to read the University *Announcements* on university policy regarding leaves.
  - v) Unless a leave of absence has been granted, the student petitions the Dean through the director for an extension of time to complete the thesis up to one semester or one year provided there are serious reasons for the delay, and the director judges that marked progress has been made on the thesis.

#### 4) THIRD CYCLE [DOCTORATE IN CANON LAW]

##### a) Admission

##### i) Admission to the doctoral program: Students who have completed the Second Cycle in the School of Canon Law:

(1) For admission to the doctoral program a formal letter of application must be submitted to the Dean of the School, stating the reasons why the student wishes to pursue doctoral studies here. Such a student must normally have successfully completed the Seminar in Sources (CL 702), received the licentiate degree, and demonstrated superior academic ability as indicated by the achievement of at least an overall A- average in the various components of the licentiate program (i.e., course work, thesis, comprehensive examination) taken in the aggregate. Within this overall average, the grade for the thesis must be at least A-. The faculty will act upon the application, and if their vote is favorable, the student is formally admitted to the doctoral program.

##### ii) Admission to the doctoral program: Students who have completed the Second Cycle in a Faculty of Canon Law other than the School of Canon Law:

(1) must submit their thesis or major writing project for faculty review;

(2) submit two letters of recommendation, from professors on the faculty where they earned their licentiate degree;

(3) a decision is made by the faculty conjointly.

##### b) Admission to the doctoral program is distinct from admission to candidacy for the doctoral degree. Admission to candidacy requires a separate faculty judgment based upon the student's significant progress in formulating a doctoral dissertation proposal.

i) Before formal submission of the proposal, the student must demonstrate a fluency in canonical Latin and satisfy the requirements for two of the modern languages as specified in the JCL requirements listed above.

ii) Such a proposal should normally be ready for School approval by the end of the first semester of residence. The faculty will then vote on the student's admission to doctoral candidacy.

(1) If the proposal is not ready then, the student is strongly encouraged to work with a faculty member during the second semester of residence in preparing such a proposal.

(2) If, at the end of the second semester of residence, such a proposal is not suitable for School approval and there is little or no likelihood that it will be suitable prior to the beginning of the summer semester, the student ceases to be eligible for admission to doctoral candidacy. The dean will

make the decision regarding the likelihood of an acceptable doctoral proposal after consultation with the student and the aforementioned faculty member. In case of a possible conflict between the faculty member and student, the dean will seek a second opinion from another faculty member and make a decision regarding submitting to the faculty the student's application for admission to doctoral candidacy.

iii) A favorable vote of the faculty regarding admission to doctoral candidacy determines various time limits which must be observed in keeping with University regulations. These will be noted subsequently.

c) Requirements in addition to the Dissertation

i) The Third Cycle requires a minimum of one year or two semesters which fulfill the residence requirement for the doctorate. The actual time necessary to complete the requirements of the degree program varies from student to student. The residence year does not begin until the faculty approves the student's admission to the doctoral program. All required credits for the doctorate must be earned during this period of residency. See Graduate Announcements: <http://graduatestudies.cua.edu/res/docs/Graduate-Announcements.pdf>

ii) During the year of residence the student must actually be on campus. The student registers for dissertation guidance and completes four courses or seminars. One of these courses must be the Seminar in Sources (CL 702) if it has not been taken during the licentiate program. The School offers an optional seminar in canonical studies, reserved to doctoral candidates.

iii) Historically, students not in residence on campus following the prescribed year of residency have had extreme difficulty completing their dissertations. Often the quality of their dissertations suffers from lack of access to the University's resources and frequent face-to-face contact with the director. Therefore, students are strongly advised to remain on campus until completion of the dissertation. All doctoral students must maintain University registration on a continuing basis.

d) JCD Dissertation

i) Consult Graduate Studies website for current doctoral students <http://graduatestudies.cua.edu/currentstudents/doctorateindex.cfm> for the process in developing the doctoral proposal and the form to be used in submitting that proposal to the University. Also on that website is found the Doctoral Dissertation Handbook.

ii) The School has established time limits for completing various stages of the dissertation; the faculty of the School of Canon Law enforces these time limits and fosters progress toward completion of the dissertation within those time limits by a system of monitoring by directors.

(1) Once the Graduate Dean approves the dissertation proposal, the student

has four [4] years to complete the writing, defense, and publication of the dissertation. This period of time is calculated from the beginning of the semester following admission to candidacy.

- (2) The student may register “*in absentia*” while writing the dissertation. The student must register for Dissertation Guidance when submitting dissertation material for appraisal by the director and / or readers, during the period of final consideration by the director and readers prior to the defense. See *Graduate Announcements VII. Continuous Enrollment*

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

- (3) After the approval of the topic and before registering for a new semester, the student is to meet face-to-face with the director even if registered “*in absentia*.” At the end of each semester, the director, after consulting the student, will file a brief progress report on the dissertation project with the dean. A copy of the report will be given to the two other committee members for their information.
- (4) A leave of absence, as distinct from “*in absentia*” registration, will be granted only for very serious reasons, and for no more than four semesters during the doctoral program. Such a leave of absence must be requested in writing, indicating the reasons, and approved by the Dean of the School of Canon Law. It suspends the time counted toward completing the doctoral dissertation.
- (5) If the student is unable to complete the dissertation within the four year time period, the dean will inform the student that the student must submit a request in writing for an extension of the deadline giving the reasons for such an extension. Failure to do so within ten working days from such a notification will result in the dissertation topic being withdrawn. In this case the student will be dismissed from the doctoral program.
- (6) Before granting such an extension, the dean will consult the director. This extension will normally be for a semester, but may be for two semesters should it be deemed advisable for appropriate reasons. Such extensions will not be granted beyond two years. At the end of that time, the student must submit the dissertation or the topic will be available for reassignment and the student will be dropped from the program.  
**Principle:** a topic worthy of doctoral research should not be allowed to

languish due to the inactivity of the student who has reserved it.

5) REGISTRATION

a) Ordinary Procedures

i) General Introduction:

- (1) The Dean holds an initial School orientation early in the Fall Semester and at the beginning of the Summer Semester J.C.L. program which includes an introduction to the School and assistance with any pertinent administrative requirements.
- (2) During the fall and summer semesters, professors offer further orientation sessions on various academic issues, the mandatory Pro Seminars.

ii) First Cycle students:

- (1) For initial registration, the student should review Orientation above.
- (2) To add or drop courses or withdraw from a course, the student must adhere to deadline dates which are set by the University and found in the official academic calendar. The assistant to the dean can answer questions in this regard. There is a charge for changes made after the close of the regular registration period. ***The Assistant to the Dean offers sufficient notification to the students concerning registration; please follow such instructions especially concerning last date to register, etc.***
- (3) Registration for the second and subsequent semesters is achieved through Cardinal Station; deadline dates are set by the University and are found in the official academic calendar.
- (4) In order to proceed systematically, each student, after the first semester, must meet with his or her academic advisor before registering for next semester classes.

iii) Second Cycle Students:

- (1) For initial registration, the student should review the Orientation above; in addition to information provided through the Orientation sessions.
- (2) To add or drop courses or withdraw from a course, the student must adhere to deadline dates which are set by the University and found in the official academic calendar [available on the University website]. The assistant to the dean can answer questions in this regard. There is a charge for changes made after the close of the regular registration period.
- (3) After the first semester, the student must meet with his or her advisor to secure the advisor's permission to register for specific courses. This

requirement aims to ensure that the student will fulfill the courses requirements in the appropriate time framework.

(4) After the first semester, registration for the second and subsequent semesters is done through Cardinal Station; deadline dates are set by the University and found in the official academic calendar [available on the University website]

b) Extraordinary Procedures

i) For extraordinary registration situations (e.g., leave of absence), the student should consult Appendix 3.

6) GRADING POLICY

a) The following grading guidelines are operative for graduate studies in the University:

A	Excellent	4.00
A-		3.70
B+	More than Satisfactory	3.30
B	Satisfactory	3.00
B-		2.70
C	Passing but marginal	2.00
F	Failure	0.00
P	Pass	
W	Withdrawal	
F*	Administrative Failure	

b) Numerical equivalents are given for illustration, but the scoring at the University is by the letter grades.

c) The University considers "B" to be the average for graduate work. Students incurring two or more failing grades are subject to academic dismissal. Students receiving several grades below B (i.e., at most four grades of B- or below) will be counseled to withdraw from the program. A grade average of B renders one eligible for the JCL degree. However, students interested in applying for the doctoral program should maintain at least an A- average; and they must receive at least an A- grade on their licentiate thesis.

7) GRADUATION PROCEDURES

- i) Students completing the requirements for a degree graduate at the next appropriate graduation period: May, October, and January. However, commencement exercises take place only at the May graduation. Information on commencement procedures will be provided at appropriate times during the second semester.

8) TEACHER AND COURSE EVALUATIONS

- i) The University offers students the opportunity to submit evaluations of courses and teaching style for each class offered. This is an important means of feedback for faculty members, and students are encouraged to complete an evaluation form for every course for which they are registered.

9) GRIEVANCE PROCEDURES: APPEAL OF FAILING GRADES

- i) Grades turned in by the instructor cannot be changed except for specific cause, as specified in *Graduate Announcements*:

<http://graduatestudies.cua.edu/res/docs/Graduate-Announcements.pdf>

10) STUDENT LEADERSHIP

a) School of Canon Law

i) Student representative

- (1) Students in the First and Second Cycles elect a student representative who serves a one year academic term.
- (2) The student representative serves to provide an organized means of communication: the students with one another; the students with the faculty and/or the Dean; with the larger University community.
- (3) This representative may request admittance to faculty meetings to bring student perspectives to the attention of the faculty.
- (4) The outgoing student representative works with the newly elected representative to ensure a smooth transition.

b) Graduate Students Association (GSA)

- i) The Graduate Students Association is the official voice for all the Catholic University of America graduate students. It is important that a student from the School of Canon Law be elected as representative to the GSA: each year a portion of the graduate student activities fee is rebated to each academic unit. To qualify for rebates, the School must maintain active representation on the Graduate Students Association Board. The students of the School are allotted one or two representatives as determined by the GSA's apportionment procedures. Elections take place in the second semester of

each year.

## 11) LIBRARY RESOURCES

### a) John K. Mullen of Denver Memorial Library

- i) All full and part-time students are entitled to use the facilities of the University libraries. The student's Cardinal card serves as authorization to borrow books and to use library facilities. Consult the CUA Libraries main web site at <http://libraries.cua.edu/> and the Religious Studies, Philosophy and Canon Law at: <http://libraries.cua.edu/religion/index.cfm>
- ii) Consult [http://guides.lib.cua.edu/Canon\\_Law](http://guides.lib.cua.edu/Canon_Law) for information concerning the canon law collections.
- iii) The Canon Law Reading Room is located on the third floor of Mullen Library and is restricted to canon law students only. Students can obtain the combination to the lock from the librarian in the Religious Studies and Philosophy Library reference office in Room 314. You will need to identify yourself as a canon law student. Everything in this room is for reference purposes only and is therefore non-circulating. Students can take material out of the room temporarily to photocopy provided they return the items forthwith.
- iv) The School Library
  - (1) This room 331, located on the third floor of Caldwell, is available for work and study. Please note that this is a non-lending library; no books should be removed.

### b) Washington Research Library Consortium Libraries (WRLC)

- i) CUA Libraries belong to the Washington Research Library Consortium which has the following members: American University, Gallaudet University, Georgetown University, George Washington University, George Mason University, Marymount University, and the University of the District of Columbia. For further information consult the CUA Libraries web site at <http://libraries.cua.edu/> and specifically for WRLC: <http://libraries.cua.edu/access/wrlc.cfm>

## 12) TEXTBOOKS AND OTHER CANONICAL RESOURCES

### a) Textbooks

- i) The University bookstore is Barnes and Noble @ The Catholic University of America located across Michigan Avenue at 625 Monroe St NE, Washington, DC 20017

### b) United States Conference of Catholic Bishops (USCCB).



- i) Consult their website [www.usccb.org](http://www.usccb.org) for access to various documents and CNS news service
- c) *The Jurist*
  - i) CUA Press, directed by the Faculty as Editorial Board, publishes *The Jurist* twice a year. The text contains studies on various canonical issues and book reviews. Confer website <http://cuapress.cua.edu> for information concerning subscriptions.
- d) *Studia Canonica*
  - i) The Faculty of Canon Law, Saint Paul University, Ottawa publishes *Studia Canonica* twice a year. The journal contains English and French studies on various canonical issues and book reviews. For a subscription or subscription rates, write: *Studia Canonica* St. Paul University 223 Main Street Ottawa, Ontario, Canada K1S 1C4
- e) Ordering books from Europe
  - i) French: La Procure <http://www.laprocure.com/qui-sommes-nous.html>
  - ii) German: Buchhandlung Rieck <http://www.buchhandlung-rieck.de/>
  - iii) Italian:
    - (1) Pontifical Gregorian University:  
[http://www.unigre.it/Univ/pubblicazioni/index\\_en.htm](http://www.unigre.it/Univ/pubblicazioni/index_en.htm)
    - (2) Libreria Ancora: <http://www.ancoraroma.it/>
    - (3) Libreria coletti, <http://www.libreriacoletti.it/>
  - iv) Spanish:
    - (1) Biblioteca de Autores Cristianos <http://bac-editorial.com/>
    - (2) Ediciones Universidad de Navarra, S.A. <http://www.eunsa.es/>

### 13) MESSAGES AND MAIL

- i) Official communications from the University and the School are sent to the student's CUA cardinal mail email address.
- ii) Mail (e.g., communications regarding theses and dissertations) and other messages pertaining to the School of Canon Law may be picked up in the School office in Caldwell 345.
- iii) Students are requested to report all illnesses, accidents, and bereavements to the dean of the School. The administration is anxious to learn of such situations in order to offer assistance and appreciates students'

communications in such matters.

#### 14) Campus Living

- a) Liturgies: consult the University Campus Ministry website:  
<http://ministry.cua.edu>
- b) Dining Services: consult the University Dining Services website:  
<https://cua.campusdish.com>

#### 15) Canon Law Society of America (CLSA)

- a) Background: The Canon Law Society of America was founded on November 12, 1939 by a group of canonists in Washington, DC. The Society was established as a professional association dedicated to the study and application of canon law in the Catholic Church. Today the Society's membership includes over thirteen hundred men and women from thirty-five countries. In serving the leadership of the Church and the People of God, the Society and its members fulfill that responsibility by continuous research and study toward a constant renewal of canon law and by offering practical assistance to members of the Church. The Canon Law Society is governed by a Board of Governors elected by the membership. Its headquarters are located in Washington, DC in the Office of the Executive Coordinator at the Hecker Center. The Society is incorporated as a non-profit corporation in the District of Columbia. [From the CLSA website: <http://www.clsa.org/?page=01about> ]
- b) Membership
  - i) Membership in the Canon Law Society of America is open to interested persons who wish to collaborate in the promotion of the pastoral ministry of the Church within the context of its legal/canonical structures. Membership of non-Catholic persons is also welcomed. The Society's constitution identifies four (4) kinds of membership: Active, Associate, Student, and Honorary.
  - ii) For further information and to download an application, see the CLSA website: <http://www.clsa.org/?page=memberapplication>
- c) Publications: <https://clsa.site-ym.com/store/default.aspx?>
- d) The website also has information about conventions, scholarships and other services: <http://www.clsa.org/>

I) APPENDIX 1 - Writing a JCL Thesis

a) *Preparatory Work:*

- i) Find a specific topic and/or canon that you (or your diocese or your institute or society) find both interesting and informative. Spend time in the library, doing some preliminary research on that topic – look at commentaries, *Canon Law Abstracts*, *The Jurist*, *Studia canonica*, *Periodica*, *Dictionnaire de droit canonique*, *Ephemerides Theologicae Lovanienses* [regular bibliographical supplement]; etc.
  - (1) Be more inclined to be very specific rather than very general, that is, you may wish to examine a canon alone (rather than several canons) or even one part of a complex canon.
  - (2) Remember: this is a research project: you focus on a topic, research it, and reach specific conclusions about that topic.
  - (3) If after a few hours' research, you discover dozens of resources, then the topic must be further specified; in other words, the topic is too broad for you to deal with in the JCL thesis.
  - (4) If, on the other hand, you find a minimum of resources – e.g., two or three – or find that resources are in a language you cannot read, then you do not have enough material and you need to find another topic.
- ii) Meet with a member of the faculty, either prior or consequent to research. That faculty member can assist you in the preparation of the proposal. The faculty member will assist you in reference to the advisability, difficulty, and potential for the topic.
- iii) The Dean's Office has a list of previous J.C.L. thesis topics.

b) *Formulating the Proposal*

- i) Following these preparatory steps, the student should begin to sketch the specific approach to the thesis, determining if the source materials will serve or further research is needed.
- ii) The student should write a tentative outline and basic bibliography and discuss these with the same member of the faculty who will help refine the outline and may suggest additional basic bibliography for the student to have a better grasp on the potential of the topic.
- iii) Once the outline is refined to the student's satisfaction and that of the faculty member, it is submitted for approval on the form provided by the School. The faculty member will sign the form, indicating approval of the proposal.

- iv) The dean will review the thesis application and determine if it is acceptable. The dean will notify the student when it is accepted, and will assign a director and a reader. Shortly after the topic is approved, student meets with the director and establishes a calendar for the writing of the thesis.

School of Canon Law  
Thesis Proposal

Name:

Date:

Proposed Title:

Brief Outline of Major Points to be Investigated:

Methodology (comparative legal analysis, historical, etc.):

Sources (if topic is obscure or unusual):

Is there any possibility that the student will go on for the doctorate?

[If so, the thesis will help demonstrate the student's abilities in writing and research.]

Signature of Faculty Member:

Signature of Student:

**[Maximum length of proposal: two pages]**

c) Writing the Thesis

- i) Familiarize yourself with the Graduate Studies web site <http://graduatestudies.cua.edu/> which has links for essential information including but not limited to:

(1) Current Graduate Announcements:

<http://graduatestudies.cua.edu/res/docs/Graduate-Announcements.pdf>

(2) *Masters Thesis Handbook*:

<http://graduatestudies.cua.edu/res/docs/ThesisHandbook.pdf>

The thesis must be formatted according to these standards or will be rejected. Thus follow this *Handbook* for Title and Approval pages, pagination, footnotes, Table of Contents, etc., and for the process of pre-review of the thesis (12 – 13).

(3) Academic Integrity

<http://graduatestudies.cua.edu/currentstudents/academintgrt.cfm>

d) Procedures:

- i) The thesis is submitted to the director, either as a completed text or preferably chapter by chapter. When the thesis has been approved by the director, it is then sent *by the director* to the reader for review.
- ii) The reader reviews the thesis and returns it to the director with appropriate corrections and/or observations. These will be communicated to the student by the director and incorporated into the text.
- iii) The thesis receives a grade from both the director and reader. The director grades the thesis, and passes it on to the reader for a grade. The grades for the thesis can range from A to C and F. Both the director and reader must give at least a grade of C for the thesis requirement to be fulfilled. The average of the two grades is the final grade for the thesis.
- iv) If interested in pursuing doctoral studies, an overall average of at least A- is required for admission to JCD candidacy. However, within this overall average, the grade for the thesis must be at least A-.

e) The elements required for a minimally acceptable thesis are:

- i) Evidence of accurate canonical research
- ii) A text free of canonical errors
- iii) Footnotes and bibliography in the form indicated in the latest edition of the School's Style Handbook

f) Deadlines:

i) Submission:

(1) To the Director

- (a) The University Academic Calendar, available on-line, establishes the

**final dates** by which theses and dissertations must be submitted for January, May, and October graduation.

- (b) In order for the student to achieve this deadline, the School has established its own specific deadline by which time the student **must obtain approval** for the thesis by the director: that is, **one calendar month prior to the final date** established by the University.
  - (i) For example, if the final date for University submission is April 27; the final date for approval by the director is March 30.

(2) To the University

- (a) The student must know and must follow the guidelines for thesis submission found in the *Master's and Licentiate Thesis Handbook* (see above).
- (b) The student **must be** enrolled in thesis guidance the semester in which the thesis is deposited. The student must register by the date set by the University for the upcoming semester in which the thesis will be submitted. As a University requirement, any exceptions must proceed through University officials.
- (c) If – due to exceptional circumstances – the student has completed the course requirements but not submitted the thesis, the student must maintain registration until the thesis is completed. Such completion must occur within three years from the completion of course work requirements, unless a leave of absence for a very serious reason or an extension of time to complete the thesis has been granted by the dean. An extension of the deadline may be given by the dean for up to one year or one summer session provided that the director judges that serious progress has been made in the thesis.

II) Appendix II: Doctorate in Canon Law

- a) See material presented above concerning the Third Cycle; the first step is admission to Doctoral Candidacy; the second step, upon completion of the doctoral proposal is the faculty vote to admit to the Doctoral Program.
  - i) “Admission to a master's program or the awarding of the master's degree, does not constitute admission to the corresponding doctoral program. Admission to the doctoral degree is granted only to students who give evidence of superior academic ability and of high attainment in the special field in which the major work will be done”. From *Graduate Announcements*.
- b) Once admitted to the doctoral program and while fulfilling course requirements, the student prepares the dissertation proposal according to University guidelines and forms.
  - i) Faculty approval of the dissertation proposal in effect vouches for one's

ability, the substantive value of the material to be researched, and the method to be followed. Ultimately, the student accepts the responsibility for the dissertation. The student must be prepared at all stages to defend the way the title is formulated, the importance of the topic, and the research method employed. There are three principal stages:

- (1) The preliminary stages when the topic is defined, the method refined, and the dissertation proposal is approved;
- (2) The period of research and writing;
- (3) The time of defense.

c) Dissertation Proposal

- i) The general topic of the dissertation derives from research in various courses. After preliminary discussion of the proposed project with a faculty member competent in the area of concentration, the student submits a draft of the dissertation proposal. The student may consult the Dean for advice on choosing a faculty member.

- (1) This faculty member serves as the faculty adviser during the proposal submission process, but not necessarily as dissertation director. Having given tentative approval of the dissertation proposal, the faculty adviser meets with the Dean of the School; and they establish a screening committee for the dissertation project. The screening committee is composed of three persons including the faculty adviser. The members of this committee may be full-time or adjunct faculty members.

- (2) The faculty adviser calls a meeting of the committee with the student. In advance of the meeting, copies of the proposal are submitted to the screening committee members. The committee scrutinizes the proposed dissertation project with the student, anticipates the areas of difficulty, and suggests related issues or developments in the field.

- (3) The committee will focus on three areas: (1) the subject of the dissertation; (2) the form of the proposal (method, argument, style); (3) the bibliography (ascertaining competence in the literature relevant to the field of specialization, including other dissertations and recent periodical literature).

- (4) The screening committee may stipulate changes in form and content, suggest further research in a given area, or make any suggestions which it feels will accrue to the ultimate benefit of the dissertation project.

- ii) Once the screening committee has approved the dissertation proposal, the student submits it with any appropriate changes to the Dean of the School. It will then be submitted to the entire full-time faculty for approval. Normally the faculty will evaluate the proposal by written ballot, but a faculty meeting can be convened to review the proposal if necessary.

- (1) Normally such a dissertation proposal should be submitted for faculty approval by the end of the first semester of residence. At the very latest it should be submitted for such approval by the beginning of the summer semester following the second semester of residence.
  - (2) Following faculty review of the proposal, the faculty as a whole will vote on whether to admit the student to Doctoral Candidacy.
- d) Obtaining University Approval: see <http://graduatestudies.cua.edu/forms/DoctoralForms.cfm>
- i) If the School approves the proposal, the Dean of the School will notify the student and formally nominate the dissertation director and two readers as members of the dissertation committee.
  - ii) The designation of the dissertation director must be mutually agreed to by the student and the faculty member. The other members of the dissertation committee are freely named by the School through the dean. Normally the committee will be composed of full-time or adjunct members of the faculty.
  - iii) The assistant to the dean completes the doctoral dissertation proposal form. The vice provost (acting on behalf of the Academic Senate) and dean of graduate studies must approve the dissertation topic and dissertation committee. The vice provost will seek the assistance of a faculty reviewer in evaluating the topic and committee. Once approved by the University, the proposal requires the same authorities to approve any suggested changes.
  - iv) The supporting information is limited to two pages. The first page should be headed by the full title of the topic proposed for research and the student's full name. It should include a brief statement of the question, purpose or purposes, methodology, contribution, and originality of topic. The supporting information is to be brief and concise and concludes with a concise bibliography.
  - v) Official approval is indicated by the return of the proposal from the Dean of Graduate Studies marked "Approved".
    - (1) The student must follow University procedures if the Dean requires clarification or revision of the proposal.
- e) Writing the Dissertation
- i) After Approval, the student has four years to complete the writing, defense, and publication of the dissertation. This period of time is to be calculated from the beginning of the semester following admission to candidacy.
    - (1) Students are strongly advised to remain on campus until the completion of the dissertation. However, if after completion of the year of residence, the student continues working on it away from campus, he or she must maintain University registration on a continuing basis.



ii) The direction of the work on the dissertation is vested solely in the director. The two other members of the dissertation committee or readers are to be kept informed by the director about the progress of the dissertation. The student may always consult them. However, if they have any suggestions about the writing of the dissertation, they are to share them with the director. It is left to the discretion of the director whether and how to communicate them to the student.

(1) The primary responsibility of the director is to provide guidance during the writing of the dissertation, e.g., by indicating significant sources to be consulted. However, the director is not to become so involved in the writing of the dissertation as to preclude the student's own proper initiative.

(2) After an initial discussion of possible methods and techniques with the director, the student is responsible for the methods chosen and for the techniques employed in the investigation.

(3) The student is to keep the director regularly advised regarding progress in research, correlated reading, and courses supplementing research.

(4) After the approval of the topic and before registering for a new semester, the student must meet face-to-face with the director even if registered *in absentia*. At the end of each semester, the director, after consulting the student, will file a brief progress report on the dissertation project with the dean. A copy of the report will be given to the two other committee members for their information.

f) The Defense

i) **Scheduling of the Defense:** The University Academic Calendar, available on-line, establishes the **final dates** by which theses and dissertations must be submitted for January, May, and October graduation. The defense must be scheduled at least one calendar month prior to these dates, in order for the student to have sufficient time to prepare the dissertation for submission.

ii) The Examiners

(1) After the dissertation has been approved, the student must undergo an oral examination which constitutes the doctoral defense.

(2) The examination will take place before an oral examination board consisting of the members of the dissertation committee and two other faculty members appointed by the dean with the approval of the Dean of Graduate Studies, who also approves the scheduling of the examination. This is done two weeks prior to the date of the examination.

(a) According to the norms of the School, the student must submit copies of the dissertation to the readers from the School at least 30 days

prior to the date of the scheduled defense, and to the extern readers at least 44 days prior to that date.

- (3) The director, the two readers, and two other members of the examination board conduct the defense. The chairperson of the examination board, who is in charge of the defense, is to be an ordinary professor or the chair of a department. The chairperson is to maintain the time schedule and ensure orderly procedure at all times. The secretary is to be an ordinary professor or an associate professor. Both the chairperson and the secretary must be from outside the School of Canon Law; at least one of the two must be from the same general area of knowledge as that of the candidate.

iii) Arrangements for the Defense

- (1) The defense of the dissertation is held in a public place designated by the dean. At least three weeks before the proposed date of the examination, the student prepares material for an examination leaflet containing the names of those constituting the examining board and sufficient biographical data to indicate the student's academic career. The leaflet will also contain the title and an abstract of the dissertation, and ten theses closely related to it or subjects of special study. The director approves these parts of the leaflet. A copy of this leaflet will be posted on the bulletin board of the School at least three days before the date of the defense.
- (2) Permission to audit the defense must be obtained from the Dean of the School of Canon Law. Permission will normally be granted unless there are serious reasons for denying it.
- (3) The defense may not be held unless all the appointed examiners are present. An oral defense has priority over a scheduled class.

iv) Procedure of the Defense

- (1) The defense of the dissertation is to last approximately two hours. After the student makes an initial fifteen minute presentation without notes, the director is allotted twenty minutes to question the student and the two readers are allotted fifteen minutes each.
- (2) The remaining time is divided appropriately between the extern examiners and the dissertation committee who are offered an additional ten minutes after all the committee members have questioned the student. Extern examiners should always have sufficient time to question the student.
- (3) The Examining Committee meets separately and proceeds according to University regulations to assess the quality of the oral defense: Each member of the examination board has one vote. In order to pass, the candidate must receive a "pass" vote from at least four examiners. If

merited, a notation of “with distinction” will be recorded. The examination board is not permitted to pass the candidate conditionally.

v) Post-Defense Formalities

- (1) Submission of the Dissertation follows University guidelines, found at <http://graduatestudies.cua.edu/onlinesubmission.cfm>
- (2) Upon inspection of the corrected dissertation and after consultation with the director, the Dean of the School will grant permission to publish according to the procedures established by the Dean of Graduate Studies.
- (3) The University Academic Calendar, available on-line, establishes the **final dates** by which theses and dissertations must be submitted for January, May, and October graduation.

vi) Failure of the Defense

- (1) A candidate who fails in the defense must obtain permission for a retake from the faculty of the School of Canon Law. A candidate will not be permitted to retake the defense until at least a semester or an equivalent amount of time has elapsed from the date of the failure. A second failure in the defense means that the individual ceases to be a candidate for the doctoral degree.

III) APPENDIX 3 - Extraordinary Registration Situations

- a) Comprehensive Examination Fee – A student planning to take any set of comprehensive examinations should register under this category. The payment of this fee entitles the student to use the library. Check the amount in the dean’s office.
- b) Leave of Absence – The student receives no guidance on the thesis or dissertation and pays no tuition. The student writes to the dean to request a leave of absence. This leave can be granted on an annual basis and may be renewed once. A student on a leave of absence may apply for library privileges using a special form.
- c) In *absentia* – The student receives minimal guidance from the director alone (no readers) and pays tuition equal to one credit hour. Check the amount in the dean’s office. Minimal guidance does not involve the reading of manuscripts or portions thereof. The student may use library facilities.
- d) Research or Dissertation Guidance – The student receives normal and continued guidance and pays tuition equal to three credit hours. Check the amount in the dean’s office. Normal guidance involves significant contact with the director and/or readers. For a manuscript to be read, a student must be enrolled under this category.
- e) Special Examination Fee – This category is to be used by a student who is not

receiving any guidance but is planning to defend the finished dissertation in the spring semester. Check the amount in the Dean's office.

#### IV) Appendix 4: - Council and Latin Code Road Map

- a) Vatican II stages (as reflected in the *Acta* of the council):
  - i) *Antepreparatoria*: collection of suggestions from bishops, etc., for what council ought to treat
  - ii) *Preparatoria*: reports of draft documents (*schema*; plural: *schemata*) drafted by preparatory committees and reviewed by Central Preparatory Committee
  - iii) *Acta et Decreta*: record of all the speeches, written suggestions, drafts of documents and reports on them, votes, etc., during the four years of the council
- b) Two foundational points:
  - i) Code revision stages are reflected in reports in *Communicationes*:
    - (1) See Edward Peters, compiler. *Incrementa in Progressu 1983 Codicis Iuris Canonici*. Montreal: Wilson & Lafleur Ltée, 2005. See also Joseph Fox, "A General Synthesis of the Work of the Pontifical Commission for the Revision of the Code of Canon Law," *The Jurist* 48 (1988) 800-840.
  - ii) *Lex Ecclesiae Fundamentalis*
    - (1) 1966 - 1980 Special *coetus* developed a draft *Lex Ecclesiae Fundamentalis* [Reports of some of this work, and more detailed reports of some discussions and canons, are published in Latin in *Communicationes*.]
    - (2) 1971 - Amended Text with a Report (contains 1969 version and 1971 revision)
    - (3) 1972-1976 - In light of comments received on 1971 text, revised schema (1976)
    - (4) 1977-1980 - In light of comments on 1976 text, revised schema (1980)
    - (5) 1981 - Group of bishops met and voted to recommend promulgation; yet no further action taken on *LEF*; portions eventually included in 1983 code
- c) Revision Stages:
  - i) 1963 - 1965 During Vatican II, many suggestions made for conciliar documents were referred to the code revision commission (see Appendix to *De cura animarum*, for example)
    - (1) 1965 - Commission held plenary session, decided to try to draft a *Lex Ecclesiae*

*Fundamentalis* and also set up various working groups (*coetus*) to draft different sections of code

ii) 1967 - First Synod of Bishops approved ten principles to guide the revision of the 1917 code

iii) 1966 - 1977 *Coetus* developed drafts; commission secretariat reviewed; full commission reviewed; submitted to pope who reviewed, eventually authorized distribution to bishops for consultation [Book with copy of all these initial drafts in Latin is available in library.]

(1) 1972 -Administrative Procedure

(2) 1973 -Discipline of Sanctions or Penalties in the Church

(3) 1975 - Canonical Discipline of the Sacraments

(4) 1976 - Manner of Proceeding in the Protection of Rights, or Processes

(5) 1977 - Institutes of Life Consecrated by the Profession of the Evangelical Counsels

iv)1977 –

(1) Overview

(a) Book I: General Norms

(b) Book II: The People of God

(c) Book III: The Teaching Function of the Church

(d) Book IV, Part II: Sacred Times and Places, and Divine Worship

(e) Book V: The Patrimonial Law of the Church

(2) Comments on these drafts were developed by individual bishops, bishops' conferences, ecclesiastical faculties, and others. In the U.S., the CLSA had a task force which prepared comments and submitted them to the bishops' conference; often these were the main portion of the comments from the U.S. bishops' conference to Rome. [Book with copy of all these comments in English is available in the library.]

v) 1977 - 1980 Special *coetus* for each document reviewed comments on the drafts, developed revised drafts. [Reports of the individual *coetus* work are published in Latin (or for some, Italian) in *Communicationes*.]

vi)1980 Revised drafts were compiled into a draft of the full code: *Schema Codicis Iuris Canonici*. [Book with Latin text of this document is available in the library.]

vii) 1980 – 1981 Code commission enlarged; members of the commission were asked to comment on the 1980 draft.

(1) These comments were collated, reviewed and responded to by the commission secretariat and its consultants. They published the results of their work (gives the comments, and their response to each one) in a book sent to commission members: *Relatio* [full title: *Relatio Complectens Synthesim Animadversionum ab Em. mis atque Exc. mis Patribus Commissionis ad Novissimum Schema Codicis Iuris Canonici Exhibitarum, cum Responsionibus a Secretaria et Consultoribus Datis* (Vatican City: Typis Polyglottis Vaticanis, 1981)] [Book with copy of the Latin text of this document is available in the library; contents, without identifying bishops who made specific recommendations, published in *Communicationes*.]

viii) Oct. 1981 Code commission met in Rome.

(1) Discussed six key issues for which background papers were prepared beforehand, and a number of additional issues raised by at least 10 commission members. Voted to recommend to pope that he promulgate new code, composed of 1980 *Schema* as modified by the 1981 *Relatio* and amendments voted during the meeting. For detailed acts of this meeting see Pontificium Consilium de Legum Textibus Interpretandis, *Congregatio Plenaria diebus 20-29 Octobris 1981 habita* (Vatican City: Typis Polyglottis Vaticanis, 1991).

ix) 1982 Revised version of code presented to pope: *Codex Iuris Canonici Schema Novissimum iuxta Placita Patrum Commissionis Emendatum atque Summo Pontifici Praesentatum* (Vatican City: Typis Polyglottis Vaticanis, 1982) [Book containing copy of the Latin text of this document is available in the library.]

(1) 1982 Pope John Paul II met with six advisors to review the 1982 text, made more than 100 changes. [No reports yet published on this.]

x) January 15, 1983 - Revised code promulgated

(1) November 27, 1983 - Revised code took effect (1st Sunday of Advent)

VI) Appendix 6: Canon Law Resources – The Catholic University of America [Prepared by Dustin Booher and Kevin Gunn June, 2008] ***N.B. Currently under review***

### **Canon Law Resources**

#### **The Catholic University of America**

Prepared by Dustin Booher and Kevin Gunn

June, 2008

#### **Our Resources and Services**

Everything you need to know about the libraries at CUA is available at: <http://libraries.cua.edu>

Most reference material in Canon Law can be found in the Canon Law Library (non-circulating). Check the WRLC catalog: <http://catalog.wrlc.org> for material that could be applicable to your topic.

### ***Overview of the Canon Law Collection***

The Canon Law collection contains approximately 18,700 volumes that are located in the Canon Law Library, Mullen Library stacks, and the Rare Books/Special Collections Department. Some Eastern Church canon law can be found in the Semitics/ICOR Library. The collection is one of five major collections in the United States. Approximately a third of the collection was printed before 1800.

The call number system at CUA is a modification of the Library of Congress call number system. 'BV' specifies Canon Law and 'K' specifies civil law.

### ***Abstracts, Bibliographies and Indices***

#### **ATLA Religion (ALADIN)**

*The ATLA Religion Database*, produced by the American Theological Library Association (ATLA), is a comprehensive reference tool designed to support religious and theological scholarship in graduate education and faculty research. The database consists of more than 1.6 million records covering the research literature of religion in over 30 languages from 1,633 international journals and 16,100 multi-author works in and related to the field of religion. The full file covers data from 1949 to the present.

#### **Canon Law Abstracts 1956-2006 (CD-ROM)**

The *CLA* indexes canon law topics from canon law and non-canon law journals. Coverage begins from 1956 to present. We have the print subscription in the Canon Law Library (**BV102 .C227**).

#### **Catholic Periodical and Literature Index Online (ALADIN)**

*CPLI Online* includes indexed citations to articles published in Roman Catholic periodicals, papal documents, church proclamations and books cover all aspects of the Catholic faith and lifestyle. Coverage begins in 1981 and continues to the present. Print version coverage is 1930 - present and is located in the Religious Studies/Philosophy Library **A13 .C3**.

#### **Ephemerides Theologicae Lovanienses (ALADIN)**

*Issue 2-3 (September) of the quarterly ETL is an extensive bibliography of books and articles that appeared the preceding year. The bibliography (ca. 12,000 entries) covers the entire field of Theology and Canon Law. Issues 1 (April) and 4 (December) of each volume contain articles, book reviews and chronicles in English, French or German. Vol. 29 (1953) – vol. 82 (2006) in Mullen Library Stacks Periodicals BT3 .E64. Older volumes are at WRLC storage. Latest issue in Religious Studies/Philosophy Library. Issues 1 &*

4 of vol. 61 (1985) to the present are available online at:

<http://poj.peeters-leuven.be/journal.php?code=ETL>

### **Other Databases relevant to Canon Law**

#### **Dissertation Abstracts International (ALADIN)**

Indexes every doctoral dissertation completed in the U.S. at accredited institutions since 1861, with full-text from 1998-present for CUA and many other academic institutions. If you want to purchase a dissertation, go through our Access Services department (1<sup>st</sup> floor Mullen) as it is cheaper.

#### **International Medieval Bibliography (ALADIN)**

A citation index to the European Middle Ages (400-1500). Disciplines covered include: Art History, Classics, English Language and Literature, Medieval European Languages and Literatures, History, Archaeology, Theology, Philosophy, Arabic and Islamic Studies, Music, Theatre and Performance Arts, Rhetoric and Communication Studies. No book reviews or monographs. A subject search with 'canon law' yielded 2757 hits.

#### **Iter (ALADIN)**

A bibliographic database pertaining to the Middle Ages and Renaissance (400-1700); over 1700 journal titles published since 1784 are indexed in such fields as medieval and renaissance studies, philosophy, religious studies, music, literature, and general humanities. Quite a lot of canon law material can be found. Also check *Iter Italicum*, the online version of Paul Oskar Kristeller's work published between 1963 and 1992 that lists uncatalogued or incompletely catalogued Renaissance humanistic manuscripts found in libraries and collections all over the world. Citations to canonical works are given.

#### **KanonesJ (CD-ROM)**

A selection of canon law collections compiled outside Italy between 1000 and 1140.

#### *Latin Bibliography (CD-ROM)*

This bibliography contains over 395,000 titles from around 140 countries spanning from the 15<sup>th</sup> century to present day. It lists theological, philosophical and scientific treatises and dissertations, works of European Humanism, official ecclesiastical writings, Latin Bible translations, works of Church patriarchs, literature of the middle Ages and writings of Roman antiquity. A keyword search with 'canon law' retrieved 6232 records.

#### *Monumenta Germaniae Historica 5 (2005)*

Contains selections from the five divisions of the Monumenta Germanie Historica (Scriptores, Leges, Diplomata, Epistolae, Antiquitates), which covers a wide range of medieval documentation including legal texts. The complete print version is available in the Religious Studies/Philosophy Reading Room. **T/P DD3 .M81**



For further questions about our collection or doing research at CUA, please contact:

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Religious Studies Librarian  
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x5088

### ***Current Periodical Titles in Canon Law***

The American Journal of Jurisprudence	Vol. 1 (1956) +
The American Journal of Legal History	Vol. 1 (1957) +
L'Année Canonique	Vol. 1 (1952) +
Anuario Argentino de Derecho Canónico	Vol. 1 (1994) +
Appolinaris	Vol. 1 (1928) +
Archiv für Katholisches Kirchenrecht	Vol. 1 (1857) +
Bulletin of Medieval Canon Law	Vol. 1 (1971) +
Canon Law Abstracts (also on CD-ROM)	Vol. 1 (1958) +
Commentarium pro Religiosis et Missionariis	Vol. 1 (1920) +
Il Diritto Ecclesiastico e Rassegna di Diritto Matrimoniale	Vol. 41 (1930) +
Ecclesiastical Law Journal	Vol. 1 (1987) +
Forum	Vol. 1 (1990) +
Forum Canonicum	Vol. 3 (1993) +
Ius Canonicum	Vol. 1 (1961) +
Ius Ecclesiae	Vol. 1 (1989) +
Jus : Rivista di Scienze Giuridiche	Vol. 38 (1991) +
A Journal of Church and State	Vol. 1 (1959) +
The Jurist	Vol. 1 (1941) +
Law and Justice	Vol. 68 (1981) +
Miscelánea Comillas	Vol. 1 (1943) +
Monitor Ecclesiasticus	Vol. 1 (1876) +
Newsletter/ Canadian Canon Law Society	Vol. 21 (1996) +
Newsletter/Canon Law Society of Australia & New Zealand	Vol. 1 (2000) +
Newsletter/Canon Law Society of Great Britain and Ireland	No. 22 (1974) +
Newsletter/Canon Law Society of America	Latest issues only
Österreichisches Archiv für Kirchenrecht	Vol. 1 (1950) +
Quaderni dello Studio Rotale	Vol. 1 (1987) +
Periodica de re Canonica	Vol. 1 (1905) +
Praxis juridique et religion : PJR	Vol. 9 (1992) +
Studi senesi nel Circolo Giuridico della R. Università	Vol. 58 (1944) +
Quaderni Dello Studio Rotale	Vol. 1 (1987) +
Quaderni di Diritto Ecclesiale	Vol. 12 (1999) +
Quaderni di Diritto e Politica Ecclesiastica	Vol. 2 (1985) +
De processibus matrimonialibus	Vol. 1 (1994) +
Revista Española de Derecho Canónico	Vol. 1 (1946) +
Revue Historique de Droit Français et Etranger	Vol. 1 (1922) +
Revue de Droit Canonique	Vol. 1 (1941) +
Revue des Études Latines	Vol. 2 (1924) +
Romanische Forschungen	Vol. 1 (1883) +
Studia Canonica	Vol. 1 (1967) +

Tijdschrift voor Rechtsgeschiedenis	Vol. 1 (1918) +
Zeitschrift der Savigny-Stiftung für Recht. German.	Vol. 1 (1880) +
Zeitschrift der Savigny-Stiftung für Recht. Kanon.	Vol. 1 (1911) +
Zeitschrift für Evangelisches Kirchenrecht	Vol. 1 (1951) +

## GENERAL KEY TO THE CLASSIFICATION OF THE CANON LAW COLLECTION

Caveat: This key is for general orientation purposes only. Check our library catalog for complete and current holdings. (<http://catalog.wrlc.org>)

### CANON LAW

BV	
2-99	Official documents of the Holy See
2	Acta Sanctae Sedis and Acta Apostolicae Sedis
3	Collection of papal documents - by dates of inclusion
8	Documents of single popes by date (subject collections are usually classed by subject (see our catalog)
11-99.1	Acts of the Roman Curia
	15-69: Congregations
	71-82: Tribunals
	85-96: Offices
	98: Special Commissions
101	Methodology and Bibliography
102	<u>Periodicals: A-Z</u>
103	Collected Papers of Conventions or published on special occasions
104	CUA licentiates and doctorates
105	Dictionaries and Encyclopedias
107	Natural Law, Philosophy, Public Ecclesiastical Law
110-114	Relations to other disciplines
	113: Moral Theology
	114: Liturgy
116-127	History of Canon Law (general only; for individual institutes see: BV 192)
135-139	<u>History of Sources and Science</u>
135	General works
142	Collected and selected texts (exclusive of Corpus iuris canonici)
144-151	Pre-Gratian Sources
	144-145: Primitive and Early Eastern Law
	146-151: Early Medieval Latin Law
154-177	Corpus Iuris Canonici
154	Editions
158-162	Gratian
	158: Editions
	162: Critical Study of text
163-166	Decretals before Gregory IX
	165 .A1-.A5: Compilationes quinque antiquae, individually

- 168-169 Gregory IX, Decretals  
170-171 Boniface VIII, Liber Sextus  
172-173 Clementines  
174-177 Extravagantes  
184-185 Authors prior to the Council of Trent  
    184: General Commentaries  
    185: Special Treatises (e.g. procedure)
- 189 Collections of Texts outside the Corpus Iuris Canonici (e.g., Gasparri, Fontes); Private codifications
- 190 Commentaries and Textbooks before the Code (including post-code editions of pre-code works, e.g., Wernz-Vidal)
- 191 Collected Treatises: Opera omnia of individual authors
- 192 .A2-Y2 Monographs before the Code; Historical Studies on Special Subjects  
    .A2 Law in general and De regulis iuris (see also BV 107)  
    .B2 Persons in general  
    .C2 Clerics in general; Seminaries; Celibacy  
    .D2 Ecclesiastical Offices; Orders; Election; Jurisdiction  
    .E2 The Pope (but for temporal sovereignty see: BY 242)  
    .F2 Cardinals; Roman Curia  
    .G2 Legates and Nuncios  
    .H2 Prelates in general; Patriarchs, Primate, Metropolitan. Papal Vicars  
    .J2 Bishops  
    .K2 Diocesan Synod and Curia; Cathedral Chapters; Archdeacons. etc.  
    .L2 Pastors and Parishes  
    .M2 Religious orders  
    .N2 Laity; Patronage  
    .P2 Ecumenical Councils (by date); general treatises on councils (.P21)  
    .Q2 Plenary and Provincial Councils  
    .R2 Sacraments in general and those not classed separately  
    .T2 Marriage  
    .U2 Sacred time and places; Worship; Canonization of Saints  
    .V2 Teaching authority of the Church; Index; Authority over persons outside the Church  
    .W2 Benefices (but see also: 192 .D2, Offices); Temporal goods; Contracts and Wills; Tithes; Hospitals, etc.  
    .X2 Procedure  
    .Y2 Penal Law
- 196 Formularies: Works of reference for practitioners
- 197 Miscellaneous Essays of individual authors (for collected works: BV 191)
- 206-208 Codex Iuris Canonici  
    206: Drafts  
    207: *Text*
- 210-212 Sources supplementary to the Code, collected (see BV 12-99)  
    210: Responses of the Pontifical Commission  
    212: Unofficial Collection (Canon Law Digest. etc.)
- 214 Commentaries and Textbooks

- 219 Miscellaneous Essays
- 230 Special Topics in Canon Law (but for monographs dealing chiefly with historical aspects of a topic see: BV 192. regardless of the date of publication). This section is arranged according to the numbers of pertinent canons in the Code, e.g.,  
     BV 230 451: Pastors and Parishes  
     1012: Marriage in general  
     1081: Matrimonial consent
- 234-235 Missionary Law (before Code 1917; see other BV sections)
- 241-296 External relationships of the Church  
     Much more material on these matters will be found in the Church History section, BX
- 242 Temporal Sovereignty of the Pope; Pontifical States
- 244 Diplomatic Relations of the Holy See
- 255 The Church and International Law
- 257 Concordats: Treatises and Commentaries (for texts see BV 93, Secretariat of State)
- 259-263 The Church and Political Theory - see also BT 3451
- 267-296 Church and State  
     Works before (267) and after (268) 1800 A. D.  
     270-272: History of the Question  
     274: Separation of the Church and State  
     276: Conflicts of jurisdiction; Immunity of the Clergy  
     280: Jurisdiction over marriage; Comparative studies on Marriage  
     285: Mortmain legislation  
     287: The State and ecclesiastical penalties  
     294 : Freedom of worship; Tolerance
- 341- 1020 Individual countries (For each country., the following order is observed: Documents of the Holy See and its Representatives; National Councils and Collective Pastoral Letters; Civil Ecclesiastical Law; Treatises and monographs; Provincial Councils; Diocesan Synods, see also BX.)
- 341-563 European Countries, in alphabetical order.  
     e.g.  
         347-351: Austria  
         352-365: Belgium
- 365-651 Asia (but see also: BV 34-235, Missionary Law)
- 656-750 Africa (but see also: BV 34-235, Missionary Law)
- 761-801 North America  
     761-770: Canada  
     791-800: United States - Synods by province, then by diocese A-Z
- 810 Latin America
- 811-880 Central America
- 881-940 South America
- 951-1020 Oceania
- 1102-1481 Oriental Canon Law
- 1102 Official documents of the Holy See (e.g. Fonti par la codificazione)
- 1106 Early sources peculiar to the Oriental Churches (e.g., Nomocanonesj but for early law common to East and West see: BV 144-145)

- 1107 Commentators on early sources to 1500 A.D.
- 1113 History and treatises, general (for Eastern Churches before schism or after reunion; for schismatic Churches see: BV 1307; also 1107)
- 1118-1119 Eastern Catholic Church Code
- 1120 A2-Y2 Special topics (subdivision as in BV 192)
- 1301-1481 Schismatic Eastern Churches
- 1490 Non-Catholic Church Law (exclusive of Oriental Schismatics - primarily in BXZ)
- 1502-1525 Jewish Religious Law
- 1603-1643 Code of Canon Law (1983)
  - 1615-1616: Code
  - 1632: Commentary

**CIVIL LAW** Primarily in K - both here and in the Dufour Law School Library

- KA Generalia: periodicals, dissertations, etc.
- KB Oriental and primitive law; Greek law, ancient
- KC Sources (1-29)
  - 1-8 Pre-Justinian Codes (4-6)
  - 10-24 Corpus iuris civilis
  - 28-29 Byzantine Roman Law
  - 35 Dictionaries, indices
  - 36 Bibliography
  - 40-50 History
  - 55-63 Treatises to 1800
  - 65-73 Treatises, modern
- KD Medieval and Modern law (not Roman) - see other classifications for more works, particularly K

VII. APPENDIX VII Professional Standards

- a) The Canon Law Society of America [CLSA] has placed on its website documents related to canonical standards. The following texts are available on line, without need for membership or log in information:
  - i) The *Code of Professional Responsibility*
    - <http://www.clsa.org/?page=04codeofrespons>
    - (1) The *Code of Professional Responsibility* was adopted at the 41st Annual General Meeting of the Canon Law Society of America in October of 1983 for an experimental period of three years. It was revised at the conclusion of that time, and the following revised version was adopted at the 45th Annual General Meeting of the Society in October of 1987. The Prologue states, "Thus canonists, like the law they are skilled in, serve a limited but important function in the Church--to foster and to promote justice and love in the public life of the Church."
    - (2) This *Code* is essential reading matter for anyone who wishes to practice canon law;

ii) *Guidelines on Advocates' Reimbursements and Fees*  
<http://www.clsa.org/?page=06advocacyguidlines>

iii) *Statement of Professional Courtesies* <http://www.clsa.org/?page=05courtesies>