

SYLLABUS
SAINTS CYRIL AND METHODIUS SEMINARY
3535 Commerce Road
ORCHARD LAKE, MICHIGAN 48324

Course Title and Number: CL761-Sacramental and Ecumenical Law

Instructor and Contact Info: Reverend Monsignor Thomas C. Machalski, M.Div., M.S. Ed., J.C.L. - tmachalski@sscms.edu

Credit Hours and Day and Time of Meetings: 3 credits- Tuesdays 1:00- 3:50 PM (Winter Semester 2017)

Office Hours and Location: Office hours by appointment. I am available every day of the week and throughout most of the day. Please email, call or simply see me in class to arrange a mutually convenient time. My office is on the first floor of the Seminary building.

Course Description:

The nature and function of sacramental law and ecumenical law in the Catholic Church with the focus on the 1983 *Code of Canon Law*, *Post 1983 legislation*, and various documents of the Church.

Course Objectives:

- A. Critical reflection on individual canons of the Code.
- B. Precision in thinking about individual canons.
- C. Understanding the law as serving the Church and protecting rights of individuals and juridic persons.
- D. Pastoral approach to the requirements of the law and their practical application.
- E. Ecumenical approach to the requirements of the law and their practical implications.

Required Texts:

Code of Canon Law, New English Translation , Second Printing 2012 Washington D.C.: Canon Law Society of America, 1983.

Beal, John P., Coriden, James A., Thomas J. Green and (ed.) New Commentary on the Code of Canon Law. New York: Paulist Press, 2000.

Huels, John M. The Pastoral Companion: A Canon Law Handbook for Catholic Ministry. Fifth Updated Edition. Montreal, Canada: Wilson & Lafluer Ltée , 2016.

Church Documents: Since the revised Code of Canon Law was a response to the request and desire of the Fathers of the Second Vatican Council, a familiarity with the documents of the Second Vatican Council is expected since these form the basis of the laws in the Code of Canon law and are referenced in the *fontes*.

Course Delivery Method: On-ground. This course will be delivered in weekly lectures in the classroom.

Course Calendar:

COURSE OUTLINE AND CALENDAR

Class I: A: Introduction to the course January 17

1. Preliminary notes
 - a. The function of law.

B: Book IV The Sanctifying Function of the Church

Canons 834 – 848

C: Book IV – Part 2 Other Acts of Divine Worship

1. Sacramentals
2. Canons 1166-1204

Class II: Book IV The Sanctifying Function of the Church January 24

Title I: Baptism

Canons 849 -878

Class III: The Sanctifying Function of the Church January 31

Title II. The Sacrament of Confirmation

Canons 879 – 896

Class IV: Book IV The Sanctifying Function of the Church February 7

Title III. The Most Holy Eucharist

Canons 897 -944

FEBRUARY 14-NO CLASS-PATRONAL FEAST of SS. CYRIL & METHODIUS

Class V: Book IV The Sanctifying Function of the Church February 21

Title IV. The Sacrament of Penance

Canons 959 – 991

FEBRUARY 28- NO CLASS-SPRING BREAK

Class VI: Book IV The Sanctifying Function of the Church	March 7
Chapter IV Indulgences	PAPER DUE
Canon 992 – 997	
Chapter 12: Book IV – The Sanctifying Function of the Church	
Title V. The Sacrament of the Anointing of the sick	
Canons 998 – 1007	
Class VII –Book IV The Sanctifying Function of the Church	March 14
Title VII. Marriage	
Canons 1055-1165	
Class VIII-Book IV The sanctifying Function of the Church	March 21
Title VII. Marriage—continuation	
Canons 1055-1165	
Class IX- Book IV The Sanctifying Function of the Church	March 28
Special Marriage Issues	
Class X- Book IV The Sanctifying Function of the Church	April 4
Title VI. Orders	
Canons 1008-1054	

APRIL 11-NO CLASS-HOLY WEEK/EASTER RECESS

Class XI- Book I Title II. The Liturgy of the Hours	APRIL18
Title III. Ecclesiastical Funerals	PROJECT on the SACRAMENTS DUE
Title IV. The Veneration of the Saints, Sacred Images and Relics	
TitleV. A Vow and an Oath	
Part III Sacred Places and Times	
Title I. Sacred Places	

Canons 1205-1213

Book IV The Sanctifying Function of the Church

Chapter I. Churches.

Canons 1214 – 1222

Chapter II. Oratories in Private Chapels.

Canons 1223-1229.

Chapter III. Shrines.

Canons 1230 – 1234

Chapters IV. Altars.

Canons 1235-1239

Title II. Sacred Times

Canon 1244 – 1245

Title II. Chapter I. Feast Days.

Canons 1246 – 1248

Chapter II. Days of Penance

Canons 1249 – 1253

APRIL 25-NO CLASS- Private Review and Preparation for Final Exam

Class XII: Final Examination

May 2

Assignments, Expectations, Exam:

- A. All Assigned Reading.
- B. Class Participation.
- C. Paper on a topic approved by the Instructor.
- D. A small “project” regarding the sacraments.
- E. Presence, Participation and Preparation and Exam Preparation Class
- F. Final Exam

Grading Criteria:

Evaluation: The final grade will be calculated by the average of paper (40%), project, (10%) participation in class discussions (10%), discussions of Populi (15%) and the final exam (25%).

The following grade scale is as published in the Catalog.

Grade Interpretation:

Grade Honor Points Percent			Interpretation
A	4.0	100-94	Exceptional/Outstanding performance
A-	3.7	93-90	Superior
B+	3.3	89-87	Very Good
B	3.0	86-83	Good/Graduate level performance
B-	2.7	82-80	Average
C+	2.3	79-76	Below Average/Below graduate performance
C	2.0	75-70	Minimum Acceptable
C-	0	69 and below	Fail
F	0		Failing - In Pass/Fail courses no honor points
P	0		Passing - In Pass/Fail courses; no honor points
W	0		Withdrawal - No credit or honor points
I	0		Incomplete - No credit or honor points

Incomplete Grades - An Incomplete, "I," grade is given in exceptional situations to a student whose course work has been satisfactory, but who because of illness or other unforeseen circumstances has been unable to complete all course requirements. The student must request the "I" from the instructor before the final class of the course. *A Petition for an "I" Grade* is filed with the Academic Dean's Office and Registrar's Office. The work is to be completed no later than eight weeks from the end of the term. If an "I" is not removed by the final designated date, it automatically becomes an "F."

Drop/Add Withdrawal: A student may drop, add or withdraw from this course only after having complied with all the procedures outlined in the current Catalog. (*Not in Catalog with grades*)

Guidelines for Academic Study: Students are expected to devote at least 2-3 hours of study per week, per credit. A normal reading load is about 500 pages per credit and research writing of about 5 pages per credit.

Standards for Written Assignments: Class assignments must be submitted electronically and in hard copy, unless otherwise indicated by the instructor, and proofread for proper grammar, spelling, punctuation, and form. In preparing research papers requiring documentation, students

are to follow the guidelines in Kate L. Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*, (latest edition). The manual is available in the Campus Bookstore and Library. Students are required to reference the *Student Writing Guide* posted on the Seminary Web Site. The Writing Center is available to aid students in preparing written and/or oral assignments. **All students for whom English is a second language are required to consult the Writing Center and follow its procedures unless an exemption is granted by the professor. Failure to use the Writing Center may affect the grade and/or lead to non-acceptance of the paper/project.**

Disabilities Accommodation: Students enrolled in this course who have documented disabilities should contact the professor at the first class session. Reasonable accommodations will be made to ensure that students with disabilities have access to course materials and interaction in modes in which they can receive them.

Class recording: Prior permission to record class lectures must be obtained. A signed affidavit may be required. Consult the professor before any recording takes place.

Class Attendance: Seminarians are required to be punctual and regularly in attendance at class sessions. Non seminarian students enrolled in online courses may chose, at their discretion, to attend classes in person or online in real time or time shifted. At the opening of a term, instructors will inform students of any specific policies governing attendance. Frequent absences may result in an academic penalty and/or failure in the course. Students should confer with the instructor concerning foreseen absences.

Inclement Weather: Students are expected to exercise good judgment and precaution in determining the safety of travel from their areas. Classes that have resident faculty and students exclusively will meet.

Academic Integrity: Students are expected to maintain personal honesty and professional integrity in examinations, assigned papers, and research projects. Source materials and citations used in the preparation of papers are to be indicated by proper documentation. Copyright laws should be honored when duplicating materials. Plagiarism and cheating are a breach of academic integrity. Plagiarism is defined as: "to steal and pass off (the ideas or words of another) as one's own: use (a created production) without crediting the source: to commit literary theft: present as new and original an idea or product derived from an existing source" (*Webster's New Collegiate Dictionary 9thed.*, Springfield, MA: Merriam, 1981, p. 870). Violations in this area are considered a serious offense. If a student is suspected of plagiarism, the following procedure is to be followed:

1. When the instructor *suspects* a student has plagiarized an assignment, the instructor may confront the student.
2. If the instructor has *evidence* that a student has plagiarized an assignment, the instructor should confront the student with the evidence. The student has an opportunity to explain what happened.
3. If the instructor is convinced that plagiarism has occurred, the instructor may suggest a course of action: e.g. rewrite the assignment and receive a grade or the student may take a “0” for the assignment and not rewrite the assignment.
4. The Academic Dean should be informed of the outcome of this discussion and a note will be placed in the student’s file. The respective formation mentor is informed by the Academic Dean.
5. If there are repeated offenses, the student will fail the course.
6. The student who fails a required course must repeat it.
7. A student who plagiarizes or cheats consistently in the academic program will be dismissed from the program.
8. For dismissal from the academic program, a board consisting of the Rector, Academic Dean, the student’s mentor, the faculty member(s) affected by the student’s plagiarism and a faculty member of the student’s choosing will be convened and a decision rendered. This decision will be communicated to the student by the Rector.

Cheating is defined as “to deprive of something valuable by the use of deceit or fraud; to influence or lead by deceit, trick, or artifice; to elude or thwart by or as if by outwitting <cheat at cards>*intransitive verb*: to practice fraud or trickery; to violate rules dishonestly <cheat at cards><cheating on a test> (“cheat.” Merriam-Webster Online Dictionary. 2010. Merriam-Webster Online. 5 May2010 <http://www.merriamwebster.com/dictionary/cheat>). In short, “cheating is defined as the intentional act of breaking the rules, or attempting to achieve personal gain through fraud or deceit. With children, cheating usually refers to academic fraud, such as copying answers from another student while taking an exam, or breaking the rules in a game” (Dianne K. Daeg de Mott, Thomson Gale, Detroit, Gale Encyclopedia of Childhood and Adolescence,1998).

Examples of cheating in an academic setting include, but are not limited to:

- A. copying answers for an exam from another student;**
- B. writing out the answers to an exam beforehand and turning them in at the time of the exam;**
- C. obtaining the answers to an exam prior to the exam and using them during the exam in some way;**
- d. having another person take an exam or write a paper for you;**

- e. continuing to write answers to an exam after the time has expired (timed examinations);**
- f. obtaining copies of an exam or answer key to aid in studying for the exam or preparing an assignment;**
- g. passing notes to another student during an exam;**
- h. asking another student for help during the writing of an exam;**
- i. using another person's paper, presentation, reflection, etc. and handing it in as your own work;**
- j. using electronic devices such as computers or mobile phones to obtain answers during an exam.**

(The term "exam" may be substituted with "quiz," "paper," or "presentation" as the case may be.)

Notice of Change: The information in this syllabus is subject to change. The professor reserves the right to make any necessary changes.

SELECTED BIBLIOGRAPHY

Commentz-Encina, Carlos. When and How to Have Recourse to the Apostolic Penitentiary. Vatican City: Libreria Editrice Vaticana, 2013.

Committee for Ecumenical and Interreligious Affairs, United States Conference of Catholic Bishops. The Challenge of Catholic-Muslim Marriage: A Pastoral Resource. Washington, D.C.:United States Conference of Catholic Bishops, 2011.

Congregation for Divine Worship and the Discipline of the Sacraments. Directory on Popular Piety and the Liturgy. Boston, Massachusetts: Pauline Books and Media, 2002.

Coriden, James A. The Parish in Catholic Tradition: History, Theology, and Canon Law. New York: Paulist Press, 1997.

Dere, Pete and Truman, Michael, Surprised by Canon Law, Volume I. Cincinnati: Servant Books, 2006.

Dere, Pete and Truman, Michael, Surprised by Canon Law, Volume II. Cincinnati: Servant Books, 2007.

Derville, Guillaume. Eucharistic Concelebration: From Symbol To Reality. Montreal, Canada: Wilson & Lafluer Ltée, 2011.

Hite, Jordan, T.O.R. and Daniel J. Ward, O.S.B. (ed.) Readings, Cases, and Materials in Canon Law: A Textbook for Ministerial Students. Collegeville: Liturgical Press, 1990.

Huels, John M. Disputed Questions in the Liturgy Today. Chicago: Liturgy Training Publications, 1998.

_____. More Disputed Questions in the Liturgy. Chicago: Liturgy Training Publications, 1996.

_____. One Table, Many Laws: Essays on Catholic Eucharistic Practice. Collegeville, Minnesota: Liturgical Press, 1986.

_____. The Catechumenate and the Law: A Pastoral and Canonical Commentary for the Church in the United States. Chicago, Illinois: Liturgy Training Publications, 1994.

_____. The Pastoral Companion: A Canon Law Handbook for Catholic Ministry. Fifth Updated Edition. Montreal, Canada: Wilson & Lafluer Ltée , 2016.

Liptak, David Q. The New Code and the Sacraments, Volume 1, Lake Worth, Florida: Sunday Publications, Inc., 1984.

Marini, Francis J. (ed.) Comparative Sacramental Discipline in the CCEO and CIC: A Handbook for the Pastoral Care of the Members of Other Catholic Churches Sui Juris. Washington, D.C.: Canon Law Society of America, 2003.

Mazurowski, Wiesław. Warto Wiedzieć; O prawie w Kościoła w Pytaniach i Odpowiedziach Pelplin, Poland: Bernardium, 2013.

_____. Warto Wiedzieć; O prawie Kościoła w Pytaniach i Odpowiedziach. Pelplin, Poland: Bernardium, 2016.

Morrisey, Frank. Papal and Curial Pronouncements: Their Canonical Significance in Light of the Code of Canon Law. Ottawa: St. Paul University Press: 1995.

Örsy, Ladislav, S. J.. Marriage in Canon Law: Texts and Comments, Reflections and Questions. Collegeville, Minnesota: The Liturgical Press, 1990.

Peters, Edward. A Modern Guide To Indulgences: Rediscovering This Often Misinterpreted Teaching. Chicago/Mundelein, Illinois: Hilldebrand Books, 2008.

Pfnusch, Edward G. (ed.) Code, Community, Ministry: Selected Studies for the Parish Minister Introducing the Code of Canon Law. Second Revised Edition. Washington D.C.: Canon Law Society of America, 1992.

Rinere, Elissa, C.P. (ed.) New Law and Life: 60 Practical Questions and Answers on the New Code of Canon Law. Washington D.C.: Canon Law Society of America, 1985.

Shaughnessy, Mary Angela, S.C.N. Ministry and the Law: What You Need to Know. New York: Paulist Press, 1998.

Smolarski, Dennis C., S.J.. Seasons, Sacraments and Sacramentals. Chicago: Liturgy Training Publications, 2003.

Szczygielski, Piotr. “Wybór Świadka Bierzmowania w Świetle Przepisów Prawa Kościelnego”, Studia Elbląskie, Tom XVI (2015), 279-286.

United States Conference of Catholic Bishops (Committee for Ecumenical Affairs) The Challenge of Catholic-Muslim Marriage: A Pastoral Resource. Washington, D.C.: USCCB Communications, 2011.

Woestman, William H., O.M.I. Canon Law of the Sacraments for Parish Ministry. Second Revised and Updated Edition. Ottawa: St. Paul University Press, 2011.

_____. Canonization: Theology, History, Process. Ottawa: St. Paul University Press, 2002.

_____. Sacraments, Initiation, Penance, Anointing of the Sick. Third Revised and Updated Edition. Ottawa: St. Paul University Press, 2004.

_____. (ed.) Simulation of Marriage Consent: Doctrine, Jurisprudence, Questionnaires. Ottawa: St. Paul University Press, 2000.

_____. The Sacrament of Orders and the Clerical State: A Commentaery on the Code of Canon Law. Third Edition Revised and Updated. Ottawa: St. Paul University Press, 2006.

Woestman, William H., O.M.I. and Kowal, Wojciech, O.M.I. Special Marriage Cases and Procedures. Fourth Revised and Updated Edition. Ottawa: St. Paul University Press, 2008.

Assignments, Expectations, Exam:

- G. All Assigned Reading.
- H. Class Participation.
- I. Paper on a topic approved by the Instructor.
- J. A small “project” regarding the sacraments
- K. Presence, Participation and Preparation and Exam Preparation Class
- L. Final Exam

Attendance and Participation

In accord with the formation and academic norms of the seminary pro-gram attendance at all classes is expected of seminarians. Exceptions for se-rious reasons will be handled on a case-by-case basis.

Writing Center

All students are required to consult the Writing Center and follow its procedures unless an exemption is granted by the professor.

Academic Integrity

“Students are expected to maintain personal honesty and professional integrity in examinations, assigned papers, and research projects. Source materials and citations used in preparation of papers are to be indicated by proper documentation. Copyright laws should be honored when duplicating materials. Plagiarism and cheating are a breach of academic integrity. Violations in this area are considered a serious offense and may result in failing grade and/or dismissal from the program.” (*Catalog*)

Evaluation

The final grade will be calculated by the average of paper, project, participation in class discussions and the final exam.

Inclement Weather

Students are expected to exercise good judgment and precaution in determining the safety of travel from their areas. Classes that have resident faculty and students exclusively will meet.

COURSE OUTLINE AND CALENDAR

Class I: A: Introduction to the course January 17

- 2. Preliminary notes
 - b. The function of law.

B: Book IV The Sanctifying Function of the Church

Canons 834 – 848

C: Book IV – Part 2 Other Acts of Divine Worship

- 3. Sacramentals
- 4. Canons 1166-1204

Class II: Book IV The Sanctifying Function of the Church January 24

Title I: Baptism

Canons 849 -878

Class III: The Sanctifying Function of the Church January 31

Title II. The Sacrament of Confirmation

Canons 879 – 896

Class IV: Book IV The Sanctifying Function of the Church February 7

Title III. The Most Holy Eucharist

Canons 897 -944

FEBRUARY 14-NO CLASS-PATRONAL FEAST of SS. CYRIL & METHODIUS

Class V: Book IV The Sanctifying Function of the Church February 21

Title IV. The Sacrament of Penance

Canons 959 – 991

FEBRUARY 28- NO CLASS-SPRING BREAK

Class VI: Book IV The Sanctifying Function of the Church March 7

Chapter IV Indulgences

Canon 992 – 997

Chapter 12: Book IV – The Sanctifying Function of the Church

Title V. The Sacrament of the Anointing of the sick

Canons 998 – 1007

Class VII –Book IV The Sanctifying Function of the Church March 14

Title VII. Marriage

Canons 1055-1165

Class VIII-Book IV The sanctifying Function of the Church March 21

Title VII. Marriage—continuation

Canons 1055-1165

Class IX- Book IV The Sanctifying Function of the Church March 28

Special Marriage Issues

Class X- Book IV The Sanctifying Function of the Church

April 4

Title VI. Orders

Canons 1008-1054

APRIL 11-NO CLASS-HOLY WEEK/EASTER RECESS

Class XI- Book I Title II. The Liturgy of the Hours

APRIL18

Title III. Ecclesiastical Funerals

Title IV. The Veneration of the Saints, Sacred Images and Relics

TitleV. A Vow and an Oath

Part III Sacred Places and Times

Title I. Sacred Places

Canons 1205-1213

Book IV The Sanctifying Function of the Church

Chapter I. Churches.

Canons 1214 – 1222

Chapter II. Oratories in Private Chapels.

Canons 1223-1229.

Chapter III. Shrines.

Canons 1230 – 1234

Chapters IV. Altars.

Canons 1235-1239

Title II. Sacred Times

Canon 1244 – 1245

Title II. Chapter I. Feast Days.

Canons 1246 – 1248

Chapter II. Days of Penance

Canons 1249 – 1253

APRIL 25-NO CLASS

Class XII: Final Examination

May 2

Church Documents It is a list of magisterial documents with which the student is presumed to be familiar and which are related to the content of the course. If a Church document will actually be a part of the course, required or optional, it goes elsewhere above or within the lesson.

Course Delivery Method(s) On ground, On line, Hybrid, Skype, etc. and specifications

Course Calendar will include Lessons, Dates, Assignments and Discussions

Grading Criteria

The following grade scale is published in the Catalog.

Grade Interpretation

Grade	Honor Points	Percent	Interpretation
A	4.0	100-94	Exceptional/Outstanding performance
A-	3.7	93-90	Superior
B+	3.3	89-87	Very Good
B	3.0	86-83	Good/Graduate level performance
B-	2.7	82-80	Average
C+	2.3	79-76	Below Average/Below graduate performance
C	2.0	75-70	Minimum Acceptable
C-	0	69 and below	Fail
F	0		Failing - In Pass/Fail courses no honor points
P	0		Passing - In Pass/Fail courses; no honor points
W	0		Withdrawal - No credit or honor points
I	0		Incomplete - No credit or honor points

Incomplete Grades - An Incomplete, “I,” grade is given in exceptional situations to a student whose course work has been satisfactory, but who because of illness or other unforeseen circumstances has been unable to complete all course requirements. The student must request the “I” from the instructor before the final class of the course. *A Petition for an “I” Grade* is filed with the Academic Dean’s Office and Registrar’s Office. The work is to be completed no later than eight weeks from the end of the term. If an “I” is not removed by the final designated date, it automatically becomes an “F.”

Drop/Add Withdrawal - A student may drop, add or withdraw from this course only after having complied with all the procedures outlined in the current Catalog. *(Not in Catalog with grades)*

General Guidelines *These are taken from the Catalog or the Web site except where indicated*

Guidelines for Academic Study - Students are expected to devote at least 2-3 hours of study per week, per credit. A normal reading load is about 500 pages per credit and research writing of about 5 pages per credit.

Standards for Written Assignments - Class assignments must be submitted electronically and in hard copy, unless otherwise indicated by the instructor, and proofread for proper grammar, spelling, punctuation, and form. In preparing research papers requiring documentation, students are to follow the guidelines in Kate L. Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*, (latest edition). The manual is available in the Campus Bookstore and Library. Students are required to reference the *Student Writing Guide* posted on the Seminary Web Site. The Writing Center is available to aid students in preparing written and/or oral assignments. *To this may be added any requirements of the professor mandating use of the Writing Center,*

Disabilities Accommodation – Students enrolled in this course who have documented disabilities should contact the professor at the first class session. Reasonable accommodations will be made to ensure that students with disabilities have access to course materials and interaction in modes in which they can receive them. *(Should be added to the Catalog)*

Class recording – Prior permission to record class lectures must be obtained. A signed affidavit may be required. Consult the professor before any recording takes place.

Class Attendance – Seminarians are required to be punctual and regularly in attendance at class sessions. Non seminarian students enrolled in online courses may choose, at their discretion, to attend classes in person or online in real time or time shifted. At the opening of a term, instructors will inform students of any specific policies governing attendance. Frequent absences may result in an academic penalty and/or failure in the course. Students should confer with the instructor concerning foreseen absences.

Inclement Weather - Students are expected to exercise good judgment and precaution in determining the safety of travel from their areas. Classes that have resident faculty and students exclusively will meet.

Academic Integrity - Students are expected to maintain personal honesty and professional integrity in examinations, assigned papers, and research projects. Source materials and citations used in the preparation of papers are to be indicated by proper documentation. Copyright laws

should be honored when duplicating materials. Plagiarism and cheating are a breach of academic integrity. Plagiarism is defined as: “to steal and pass off (the ideas or words of another) as one’s own: use (a created production) without crediting the source: to commit literary theft: present as new and original an idea or product derived from an existing source” (*Webster’s New Collegiate Dictionary 9th ed*, Springfield, MA: Merriam, 1981, p. 870). Violations in this area are considered a serious offense. If a student is suspected of plagiarism, the following procedure is to be followed:

9. When the instructor *suspects* a student has plagiarized an assignment, the instructor may confront the student.
10. If the instructor has *evidence* that a student has plagiarized an assignment, the instructor should confront the student with the evidence. The student has an opportunity to explain what happened.
11. If the instructor is convinced that plagiarism has occurred, the instructor may suggest a course of action: e.g. rewrite the assignment and receive a grade or the student may take a “0” for the assignment and not rewrite the assignment.
12. The Academic Dean should be informed of the outcome of this discussion and a note will be placed in the student’s file. The respective formation mentor is informed by the Academic Dean.
13. If there are repeated offenses, the student will fail the course.
14. The student who fails a required course must repeat it.
15. A student who plagiarizes or cheats consistently in the academic program will be dismissed from the program.
16. For dismissal from the academic program, a board consisting of the Rector, Academic Dean, the student’s mentor, the faculty member(s) affected by the student’s plagiarism and a faculty member of the student’s choosing will be convened and a decision rendered. This decision will be communicated to the student by the Rector.

Cheating is defined as “to deprive of something valuable by the use of deceit or fraud; to influence or lead by deceit, trick, or artifice; to elude or thwart by or as if by outwitting <cheat death>*intransitive verb*: to practice fraud or trickery; to violate rules dishonestly <cheat at cards><cheating on a test> (“cheat.” Merriam-Webster Online Dictionary. 2010. Merriam-Webster Online. 5 May2010 <http://www.merriamwebster.com/dictionary/cheat>). In short, “cheating is defined as the intentional act of breaking the rules, or attempting to achieve personal gain through fraud or deceit. With children, cheating usually refers to academic fraud, such as copying answers from another student while taking an exam, or breaking the rules in a game” (Dianne K. Daeg de Mott, Thomson Gale, Detroit, Gale Encyclopedia of Childhood and Adolescence,1998).

Examples of cheating in an academic setting include, but are not limited to:

- a. copying answers for an exam from another student;

- b. writing out the answers to an exam beforehand and turning them in at the time of the exam;**
- c. obtaining the answers to an exam prior to the exam and using them during the exam in some way;**
- d. having another person take an exam or write a paper for you;**
- e. continuing to write answers to an exam after the time has expired (timed examinations);**
- f. obtaining copies of an exam or answer key to aid in studying for the exam or preparing an assignment;**
- g. passing notes to another student during an exam;**
- h. asking another student for help during the writing of an exam;**
- i. using another person's paper, presentation, reflection, etc. and handing it in as your own work;**
- j. using electronic devices such as computers or mobile phones to obtain answers during an exam.**

(The term "exam" may be substituted with "quiz," "paper," or "presentation" as the case may be.)

Notice of Change The information in this syllabus is subject to change. The professor reserves the right to make any necessary changes.

SELECTED BIBLIOGRAPHY

Beal, John P., Coriden, James A., Thomas J. Green and (ed.) New Commentary on the Code of Canon Law. New York: Paulist Press, 2000.

Coriden, James A. The Parish in Catholic Tradition: History, Theology, and Canon Law. New York: Paulist Press, 1997.

Dere, Pete and Truman, Michael, Surprised by Canon Law, Volume I. Cincinnati: Servant Books, 2006.

Dere, Pete and Truman, Michael, Surprised by Canon Law, Volume II. Cincinnati: Servant Books, 2007.

Hite, Jordan, T.O.R. and Daniel J. Ward, O.S.B. (ed.) Readings, Cases, and Materials in Canon Law: A Textbook for Ministerial Students. Collegeville: Liturgical Press, 1990.

Huels, John M. Disputed Questions in the Liturgy Today. Chicago: Liturgy Training Publications, 1998.

_____. More Disputed Questions in the Liturgy. Chicago: Liturgy Training Publications, 1996.

_____. One Table, Many Laws: Essays on Catholic Eucharistic Practice. Collegeville: Liturgical Press, 1986.

_____. The Pastoral Companion: A Canon Law Handbook for Catholic Ministry. Fifth Updated Edition. Montreal, Canada: Wilson & Lafluer Ltée, 20016.

Mazurowski, Wiesław. Warto Wiedzieć: O prawie w pytaniach i odpowiedziach. Pelplin, Poland: Bernardium, 2013.

Morrisey, Frank. Papal and Curial Pronouncements: Their Canonical Significance in Light of the Code of Canon Law. Ottawa: St. Paul University Press: 1995.

Pfnausch, Edward G. (ed.) Code, Community, Ministry: Selected Studies for the Parish Minister Introducing the Code of Canon Law. Second Revised Edition. Washington D.C.: Canon Law Society of America, 1992.

Rinere, Elissa, C.P. (ed.) New Law and Life: 60 Practical Questions and answers on the New Code of Canon Law. Washington D.C.: Canon Law Society of America, 1985.

Shaughnessy, Mary Angela, S.C.N. Ministry and the Law: What You Need to Know. New York: Paulist Press, 1998.

Woestman, William H., O.M.I. Canon Law of the Sacraments for Parish Ministry. Second Revised and Updated Edition. Ottawa: St. Paul University Press, 2011.

_____. Canonization: Theology, History, Process. Ottawa: St. Paul University Press, 2002.

_____. Sacraments, Initiation, Penance, Anointing of the Sick. Ottawa: St. Paul University Press, 1992.

