



Course Syllabus

[Chaminade University Honolulu](http://www.chaminade.edu)

3140 Waialae Avenue, Honolulu, HI 96816

www.chaminade.edu

Course Number: 731-01-6

Course Title: Code of Canon Law

Department Name: RE

Instructor Name: Very Rev. Mark J. Gantley, JCL

Email: mark.gantley@chaminade.edu

Phone: (808) 203-6741

Office Location: 1st floor of office building, St. Stephen Diocesan Center, 6301 Pali Hwy., Kaneohe

Office Hours: Daily, varies by day, appointments readily available, students from neighbor islands given preference for appointments on deacon formation weekends

Instructor Website: <http://www.catholichawaii.org/cic>

Term: 2016-2017 Winter Masters

Class Meeting Days: Saturdays, January 14, February 11, and March 11, 2017

Class Meeting Hours: 11:00-11:50 a.m., 1:30-2:20 p.m. 2:30-3:20 p.m. 3:30-4:20 p.m., 6:30-7:20 p.m., 7:30-8:20 p.m.

Class Location: Pali View, St. Stephen Diocesan Center, Kaneohe

Course Description/Course Overview: The course will give an overview of the basic principles of the canon law of the Latin Catholic Church, with special emphasis on practical matters of interest to deacons and others involved in parish ministry.

Learning Outcomes: By the end of the course, students should have a familiarity with practical matters of canon law that are needed in a parish setting as well as have an awareness of how canon law structures the universal and diocesan church and each parish. Students should also have learned the tools to be able to look up basic canonical questions on their own in the future.

Course Prerequisites: Students need to have a familiarity with Catholic ecclesiology based in the Second Vatican Council and with Catholic sacramental theology from prior courses.

Course Credits: 3

Basis for Final Grade/Assessment: Points will be assigned for each quiz (25 points), assignment (20 points), and discussion (15 points) for a possible total of 300 points.

There is one quiz per month (25 points x 3 = 75 points total). Answers to the quiz questions are meant to be researched in the *Code of Canon Law* and other assigned readings; the quizzes are not designed to be completed in a single brief session. The quizzes may be retaken as many times as desired. Each question may have multiple correct answers, and a question will only be evaluated as correct with 1 point earned if all correct answers are selected.

There will be three assignments per month (20 points x 3 x 3 = 180 points total). Assignments are to be uploaded to Canvas in Word, Pages, or PDF format.

Note: The third assignment for the month of March is a field assignment that requires going to a parish office and reviewing the parish's sacramental registers. This assignment will be made available somewhat earlier to allow for greater flexibility with personal schedules. If there is any difficulty arranging this with a parish, please consult the instructor who can assist with the process.

There is one discussion per month (15 points x 3 = 45 points total). Discussions require at a minimum one thoughtful new post and one thoughtful reply. However, posts beyond the minimum are welcome and will be reflected in the points given.

Grading Scale:

270 – 300 points A
240 – 269 points B
210 – 239 points C
180 – 209 points D
0 – 179 points F

Grade Dissemination: Students can access their points at any time in Canvas. The instructor's goal will be to grade assignments within 2 days after submission.

Grades of "Incomplete": The current university policy concerning incomplete grades will be followed in this course. Incomplete grades are given only in situations where unexpected emergencies prevent a student from completing the course and the remaining work can be completed the next semester. The instructor is the final authority on whether someone qualifies for an incomplete. Incomplete work must be finished by the end of the subsequent semester or the "I" will automatically be recorded as an "F" on one's transcript.

Required Learning Materials: Students will be required to purchase a copy of the *Code of Canon Law* from the Office for Deacon Formation. Other required readings will be provided through Canvas. There will be a monthly reading list of required readings. Reading the assigned readings will assist the student in completing the assignments, taking the quizzes, and participating in the discussions.

Attendance Policy: Attendance at the lecture sessions is mandatory. Students who must be absent for some just cause are to notify the instructor in advance.

Professionalism Policy: Please attend to all university policy and classroom etiquette procedures.

Appropriate Technology: Electronic devices may be used during the lectures only as a means to better learn the material (e.g., note-taking). Phones/devices should be silenced to avoid incoming telephone calls or text messages that can be distracting during the lectures.

Email: The instructor will answer emails promptly, including on weekends and holidays, and always within 24 hours. Course-related communication must use the Chaminade email addresses for both students and instructor (e.g., mark.gantley@chaminade.edu).

Writing Policy: All written assignments should demonstrate mastery of grammar, punctuation, spelling and syntax expected of college level students. All assignments are to be word-processed, proofread, and solely the work of the author.

Late Work Policy: Unless permission is given by the instructor in advance for a just cause, assignments turned in late will lose 1 point per day. Assignments will not be accepted after 1 week past the deadline.

Rewrite Policy: If a student is unhappy with a grade on an assignment or at the suggestion of the instructor, assignments may be revised and improved upon within 1 week after the deadline without penalty in order to improve one's grade.

Academic Conduct Policy: Violations of Academic Integrity include, but are not limited to:

- Cheating: Discussing the content of the quizzes with others, including with other students, spouses or family members, and previous students of the course.
- Fabrication and Falsification: Intentional and unauthorized alteration or invention of any information or citation in an academic exercise. Falsification is a matter of inventing or counterfeiting information for use in any academic exercise.
- Plagiarism: Intentionally or knowingly presenting the work of another as one's own (i.e., without proper acknowledgment of the source).
- Abuse of Academic Materials: Intentionally or knowingly destroying, stealing, or making inaccessible library or other academic resource materials.
- Complicity in Academic Dishonesty: Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

Plagiarism includes, but is not limited to:

- Copying or borrowing liberally from someone else's work without his or her knowledge or permission; or with his or her knowledge or permission and turning it in as one's own work.
- Copying of someone else's quiz or assignment.
- Allowing someone to turn in one's work as his or her own.
- Not providing adequate references for cited work.
- Copying and pasting large quotes or passages without properly citing them.

Disability Access: Chaminade University is committed to providing reasonable accommodations for all persons with disabilities. This syllabus is available in alternate formats upon request. Students who need accommodations must be registered with Student Disability Services. Students with special needs who meet criteria for the Americans with Disabilities Act (ADA) provisions must provide written documentation of the need for accommodations from the Counseling Center by the end of week three of the class in order for the instructor to plan accordingly. Failure to provide written documentation will prevent the instructor from making the necessary accommodations. Please refer any questions to the Dean of Students.

Title IX Compliance: Chaminade University of Honolulu (CUH) recognizes the inherent dignity of all individuals and promotes respect for all people. Sexual misconduct, physical or psychological abuse will NOT be tolerated at CUH. If someone has been the victim of sexual misconduct, physical or psychological abuse, he or she is encouraged to report this matter promptly. The instructor is interested in promoting a safe and healthy environment, and should the instructor learn of any sexual misconduct, physical or psychological abuse, he must report the matter to the Title IX Coordinator. Should someone

want to speak to a confidential source he or she may contact the Chaminade Counseling Center at [808 735-4845](tel:808735-4845) or any priest serving as a sacramental confessor or any ordained religious leader serving in the sacred confidence role.

Important Dates to Remember:

January readings list – available January 13, 2017

February readings list – available February 10

March readings list – available March 10

Quiz 1 – available January 20, must be completed by February 9

Quiz 2 – available February 17, must be completed by March 9

Quiz 3 – available March 17, must be completed by April 6

January discussion – open January 15 through February 9

February discussion – open February 12 through March 9

March discussion – open March 12 through April 6

January assignment 1 – available January 13, due January 22

January assignment 2 – available January 20, due January 29

January assignment 3 – available January 27, due February 5

February assignment 1 – available February 10, due February 19

February assignment 2 – available February 17, due February 26

February assignment 3 – available February 24, due March 5

March assignment 1 – available March 10, due March 19

March assignment 2 – available March 17, due March 26

March assignment 3 – **available March 13**, due April 2 (Field assignment, available early)