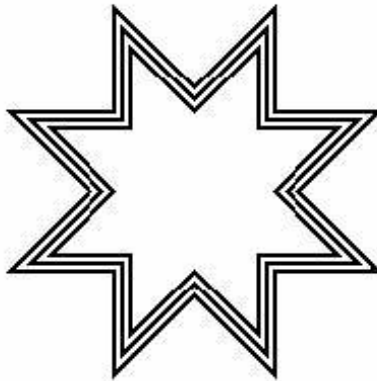


MARQUETTE UNIVERSITY

DEPARTMENT OF THEOLOGY



GRADUATE PROGRAM INFORMATION

PROCEDURES AND POLICIES

2009 - 2010

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THE GRADUATE PROGRAM

ADMISSION REQUIREMENTS

All applicants must submit the following materials to the *Graduate School, Marquette University, P.O.Box 1881, Milwaukee, Wisconsin, 53201-1881.*

1. Application for admission form, plus \$50.00 application fee.
2. Complete undergraduate and graduate transcripts, sent by issuing institutions directly to the Marquette Graduate School.
3. Results of the Graduate Record Examination (aptitude tests only).
4. Brief statement of purpose for beginning graduate studies in theology.
5. Three letters of recommendation.
6. Personal statement of language proficiency: formal course work or private study, when and where; estimate of present facility in reading, writing, and speaking.
7. A writing sample of not more than 20 pages.
8. For those coming without any graduate background in theology, a personal listing of all college work in theology - course work, level, and instructor (even though some of this also appears on official transcripts submitted).

COURSE LOAD LIMITATIONS

Graduate students may not register for more than 12 hours per semester. Assistants may not register for more than 9 hours per semester.

EVALUATION OF STUDENT PERFORMANCE

In addition to regular evaluation through the grading system (see the *Graduate School Bulletin* for details), the department is instructed to evaluate the overall performance of each graduate student every semester.

Faculty are requested to submit a written evaluation at the end of every semester for every graduate student in any graduate course they have taught that semester. These faculty evaluations are passed on to the individual student's faculty advisor, who then compiles his/her own evaluation and advises the student in the light of the evaluations. All this material is reviewed by the departmental chairperson. The Graduate School is notified of any students who should be dropped from the program or placed on academic probation. The various evaluations are placed in the student's departmental file (not in his/her permanent file) until he or she completes the program.

FACULTY ADVISOR

Each student is assigned a faculty advisor upon acceptance into a program by the department. The student should feel free to communicate with this advisor prior to beginning course work. The student must have his/her initial course planning slip approved by this advisor before seeking a permission number for registration.

The student is free to change advisors at any time but must inform the Assistant to the Chair of any such change. A student is expected to choose an advisor working within his/her own area of concentration. For a student involved in thesis or dissertation work, the appointed thesis or dissertation director is automatically also the faculty advisor.

It is the joint responsibility of student and advisor to plan the student's total program and, in the case of doctoral students, to submit a *Doctoral Program Planning Form* before the end of the student's second semester of course work. The student himself/herself is primarily responsible for fulfilling all degree requirements and meeting all deadlines. The faculty advisor must sign the student's course planning slip each semester before seeking consent of the department Chair for registration.

FINANCIAL AID

The department makes every effort to secure financial aid for all active students who need it. There is never enough financial aid to take care of all deserving students, unfortunately. Nevertheless, a respectable proportion of the department's active graduate students do receive some financial aid. The application deadline for dissertation/teaching fellowships and continuing financial aid for the next academic year is January 9th.

In addition to student loans and non-University financial aid sources, there are three principal categories of financial aid:

Tuition Scholarships

A number of tuition scholarships are awarded each year by the Graduate School. These vary from 3 to 18 hours of tuition remission and are awarded on the recommendation of the department. The usual deadline for tuition scholarship applications is February 1st. An application form must be submitted to the Graduate School in each case. Applicants should make sure the Graduate School has on file the results of their Graduate Record Examination, all transcripts, and at least three letters of recommendation. Two of these three letters of recommendation may be the original letters recommending admission, but in general it is preferable to solicit separate and, if possible, recent letters. Once a student has begun course work at Marquette, a letter from one departmental faculty member suffices. Criteria for these tuition scholarships include: grades, Graduate Record Examination results, and letters of recommendation. The department encourages its own graduate students to state in their application the exact number of hours of tuition remission they are requesting. Awards are usually announced in late March, but some additional awards are possible if initial recipients decline their award. Those who for some reason plan to decline their scholarship are urged to do so immediately, so that other applicants may receive consideration.

Assistantships

The department is currently authorized to recommend to the Graduate School the recipients of fourteen teaching assistantships and five research assistantships for a given year. These include continuing awards. Approximately seven of these assistantships are typically awarded to new incoming Ph.D. Students. If an award is declined, it is then offered to an alternate recipient selected by the Graduate Committee for Admissions and Financial Aid. Those awarded an assistantship have two weeks in which to accept or decline the award. Assistantships ordinarily are renewed if progress is evident, though renewal is never automatic. Most assistantships involve 9 hours of tuition scholarship per semester (the maximum course load for assistants) and an annual stipend. An assistant is expected to work 10-15 hours a week during each semester; work assignments are made by the departmental chairperson. Assistantship tuition scholarships cover eighteen credit hours per year. Any of the eighteen hours not used during the year can be used for summer sessions tuition or dissertation credit hours in the case of doctoral students. Criteria for assistantship awards include: grades, Graduate Record Examination results, past experience, letters of recommendation, suitability for T.A. and R.A. work assignments, and student recruitment incentive. The deadline for assistantship applications by incoming students is the December 15th admissions deadline. A letter from the Department office informs continuing assistants of the deadline for renewal applications, usually around February 1st (see annual Graduate School Calendar). A special application form must be submitted to the Graduate School in all cases; this applies also to students holding assistantships who wish to renew them. Applicants should make sure the Graduate School has on file the results of their Graduate Record Examination, all transcripts, and at least three letters of recommendation. Two of these three letters of recommendation may be the original two letters recommending admission, but in general it is preferable to solicit separate and, if possible, recent letters. Once a student has begun course work at Marquette, a letter from one departmental faculty suffices, usually from the faculty member with whom the student has been working.

Fellowships

There are currently five fellowships at the Department's disposition for doctoral candidates (i.e., typically, those who have passed the Doctoral Qualifying Examination). Three of these are Dissertation Fellowships and the other two are for Graduate Teaching Fellows. Detailed information on eligibility, application procedures, etc. is made available well before the application deadline usually around February 1st.

The Schmitt and Smith Fellowships and the John P. Raynor Fellowship are competitive fellowships within the Graduate School and are typically awarded only to advanced doctoral students. Detailed application procedures are announced in the fall. Applications should be submitted to the department office and are awarded in January. A special application form must be submitted to the Graduate School in all cases. Letters of recommendation and the departmental recommendation through the departmental Director of Graduate Students are important for these fellowship awards, but normal criteria (grades, Graduate Record Examination results, previous scholastic awards, etc.) also weigh heavily. The Graduate School awards these fellowships following departmental review and nomination and selection by a nomination committee within the Graduate School and are awarded by a funding foundation.

GRADUATE READING COURSES

Graduate reading courses (THEO 295) are, in general, not encouraged in the department. If properly supervised, they impose a burden on the faculty which is often not justified in terms of the benefits to the individual student. Students are therefore encouraged to fulfill their course requirements from among the regular departmental course offerings. Exceptions can be made, of course, particularly if the student is near the end of course work and wishes to research a possible dissertation topic not normally covered in the regular departmental course offerings.

A student proposing a graduate reading course must fill out the appropriate form, attach a brief course description, obtain the consent of the proposed instructor, and submit it to the departmental chairperson for a signature.

A student proposing a graduate reading course is advised to submit the proposal well in advance of the actual registration date. Such proposals are often turned down. It is to the student's advantage to know as early as possible whether revision of registration plans is necessary.

GRADUATION

All students expecting to graduate must apply for graduation by the deadline date specified in the *Graduate Bulletin*. For current deadlines, see the *Graduate School Bulletin*. Forms for this purpose are available in the Graduate School and on their web page. If a student fails to graduate at the time originally anticipated, the student must reapply for graduation by the appropriate deadline date noted in the *Graduate Bulletin*. The graduation fee is charged for the original application; there is no charge for reapplication.

INCOMPLETES

An 'I' grade should be assigned only if the instructor is convinced that solid academic or personal reasons justify this procedure in each case. 'I' grades remain on the student's permanent record (and the course for which they were assigned cannot be counted in the student's graduate program) unless they are removed by the deadline specified by the Graduate School. Specific deadline dates appear in the *Graduate School Bulletin*.

STYLE MANUAL

The Department has adopted *The Chicago Manual of Style*, 15th Edition, and the latest edition of Kate L. Turabian *A Manual for Writers* as the official standard for term papers, essays, theses and dissertations. For questions about bias-free language, see section 5.203-5.205 of *The Chicago Manual of Style*. Students may also consult Miller and Swift, *The Handbook of Nonsexist Writing*, 2nd Edition. The departmental policy is to use inclusive language to refer to human beings.

STUDENT ADMISSION STATUS

Degree

A student is a degree student if enrolled in a program leading to a degree. A student cannot be classified as a degree student unless a department has agreed to accept him or her on a program basis.

Regular degree: Designates a student who is working toward a degree in a particular program. Such students are eligible for tuition scholarships, graduate assistantships, and fellowships.

Probationary degree: A student whose past academic performance falls below Graduate School standards but for whom there is other evidence of potential for successful graduate study. A student who fails to remove his or her probationary status on completion of nine semester hours work will not be permitted to remain in the Graduate School. A student on probation is not eligible to receive financial aid.

Non-Degree

A student who chooses this status does not work toward a degree, but credits earned are graduate credits and may be certified as such to school boards or other authorities. Those seeking non-degree admission must meet the same admission standards as those seeking admission to a degree program. There is no guarantee that credits earned while a non-degree student will later count toward a degree if the student is admitted to a degree program.

Regular non-degree: Designates a student admitted to the Graduate School who is not seeking a degree.

Probationary non-degree: Designates a student whose past academic performance falls below Graduate School standards but who shows other evidence of potential for successful graduate work.

Temporary non-degree: Designates a student who seeks to register for graduate courses and who appears to meet Graduate School admission standards but who has not submitted all necessary documentation to the Graduate School that is required for regular admission. Admission to this status is valid for only one semester. Exceptions to this policy are made only if the student has compelling reasons for not having been admitted to a regular or probationary classification.

M.A.C.D. (Master of Arts in Christian Doctrine)

The M.A.C.D. degree requires 30 credit hours of course work, half of which must be taken at the graduate level (courses numbered 6110 or above). Up to 15 credit hours of 5000-level courses are acceptable for graduate credit if additional readings and writing assignments are arranged with the respective professor and completed satisfactorily. After successfully completing all course work, students will be required to write a comprehensive paper that integrates what they have learned in their courses and applies what they have learned to their career goals. M.A.C.D. candidates have no foreign language requirements.

Core courses and Electives

Of the 30 total credit hours of course work, 21 credit hours must be taken from the core courses (THEO 6110, 6120, 6210, 6220, 6320, 6321, and 6410), or, in certain circumstances and in consultation with a student's academic advisor, an equivalent from the 5000-level courses.

For the 9 credit hours of electives (three courses), the student must choose one course in each of the principal theological disciplines: biblical, historical, and systematic.

With the permission of a student's academic advisor, the elective courses can be chosen from the following course ranges. One from any of the following biblical courses: THEO 5000 to THEO 5190; One from any of the following historical courses: THEO 5200 to THEO 5290; and One from any of the following systematic courses; THEO 5300 to THEO 5540.

M.A. PROGRAM

The following description applies to the Master of Arts in Theology.

The M.A. program offers a course of theological studies that is foundational and comprehensive. It is intended to meet the needs of two groups of students.

1. Those who are preparing for a career as high school teachers of religion/theology, as lay church workers or administrators, or in some other field for which a broad theological education is prerequisite or desirable.
2. Those who will eventually be seeking admission to a Ph.D. program at Marquette University or elsewhere.

Requirements for the M.A. program include 30 hours of courses, fulfilling the departmental language requirement, passing comprehensive examinations, and completing the M.A. project. Students in the master's program may choose to fulfill their course work by following Plan A or Plan B.

Plan A 18 hours: core courses

6 hours: electives

6 hours: Master's thesis

Plan B 18 hours: core courses

12 hours: electives

Master's essay

Area of Concentration

In consultation with his or her advisor, and not later than the end of the first year of study, each M.A. student is required to choose an area of concentration - in biblical, historical, or systematic theology. Theology and Society is not an option at the M. A. level.

Area Requirements

All students are required to take the required core introductory courses as a prerequisite for a corresponding elective course in that area, as indicated in the *Graduate School Bulletin*.

Thirty credit hours of core courses and electives are required, distributed as follows:

- A. Core (18 hours): Each student will complete two core courses in each of the principal theological disciplines.

Theo6110: Old Testament Method

Theo6120: New Testament Method

Theo 6210: Origen to Late Medieval

Theo 6220: Late Medieval to Early Modern

Theo 6310: Introduction to Systematic Theology

Theo 6320: Introduction to Theological Ethics

- B. Electives: In consultation with his or her advisor, and not later than the end of the first year of study, each student will choose an area of special concentration (Biblical, Historical or Systematics/Ethics). In each of the minor areas the student will choose one elective. In the major area the student will develop an M.A. Project.

Within the major area the student will develop an M.A. project designed to suit his or her academic and professional goals. There are two options:

Plan A: A six-hour Master's thesis of approximately 50 pages on a significant theological text, based on ancient or modern foreign language primary sources (e.g. Hebrew, Greek, Latin, French, or German), which demonstrates the acquisition of at least an intermediate knowledge of the relevant language(s). This project will be measured by its use of language skills in the service of theological inquiry and argumentation.

Plan B: A Master's essay of approximately 35 pages, developed in conjunction with one of the chosen elective courses on a related topic.

Students pursuing **Plan A** will submit an M.A. Project Proposal Form (MAPPF) to the Graduate Committee specifying the project option chosen and signed by the faculty member who agrees to supervise and evaluate this project, and also signed by a faculty member who has agreed to be the second reader. Upon completion of the project and approval of the first and second readers, the paper and MAPPF will be given to the Assistant to the Chair so that appropriate approval forms can be submitted by the Department to the Graduate School.

Students pursuing **Plan B** will choose an elective course for which they have done an appropriate paper. After the professor of the course has approved that the paper satisfies the requirement, the Director of Graduate Students will appoint a second reader. Upon approval of the second reader the appropriate approval forms are prepared for submission to the Graduate School. (Forms are available on the department's web page.)

Language Requirement

All students in the Master of Arts in Theology program are required to pass a competency examination in German, in French, or in another modern foreign language approved by the Department as essential to the student's research. In addition, candidates for the MA with a specialization in Scripture are required to demonstrate facility in reading either Hebrew or Greek at the intermediate level.

The Department of Foreign Languages offers the Foreign Languages Reading Exam once each semester; advanced registration is required. Beginning in Fall 2009, students must register for the Graduate Language Exam via CheckMarq.

The examination period is two hours. Students are allowed to use one dictionary. The use of other print materials is prohibited, as are electronic devices (including electronic dictionaries). The reading exam consists of two sections: 1) a translation of approximately 30 lines, equivalent to 85% of the final grade, and 2) a reading comprehension section, equivalent to 15%.

Competency implies real ability to use language for coursework and research. No student will be permitted to register for the M.A. Comprehensive Examination until the language requirement has been fulfilled.

Every graduate student receiving tuition credits will be allowed to use up to six tuition credit hours at the M.A. level to pay for the language courses. These language credits, however, are not counted as theology course credits.

To help students prepare for the Foreign Language Reading Exam, the Language Department usually offers intensive graded, credited courses in French and German (numbered 6204), alternating the languages by semester. In the summer sessions, intense courses in Latin or Greek are often offered with an occasional French or German. The Language Department also offers undergraduate courses on the elementary and intermediate levels in the popular languages every semester.

Some language courses, typically biblical languages, for graduate Theology students are taught in the Department of Theology. The Department of Theology will determine the needed levels of competency for each language appropriate to a student's particular area of Theological concentration. M.A. students may take up to 6 of their program credits in such courses.

Residency Requirement

There is no Graduate School residency requirement for M.A. students. However, the department strongly encourages all M.A. students to spend at least one semester in residency.

Transfer of Credit

An M.A. student wishing to include in his/her program courses taken at another institution must apply to the Graduate School for an appropriate form. A student may apply for transfer of credit only after completing 6 hours of graduate course work at Marquette. The request is forwarded to the department for its recommendation. Only courses carrying graduate credit at the institution at which they were taken and for which the student earned a grade of B or better are eligible for transfer. The department will recommend transfer of credit only when the courses are judged equivalent in academic achievement and research orientation to the Marquette departmental offerings. Normally no more than 6 hours of transfer credit are accepted, though in exceptional cases up to 12 hours may be accepted.

M.A. Proficiency Examination

1. After courses are completed, a written comprehensive M.A. Proficiency Examination, administered by the M.A. Proficiency Examination Committee, is offered four times a year: July, August (for entering Ph.D. students only), November, and April. Students who wish to register for the M.A. Proficiency Examination must submit their application to the Assistant to the Chair approximately one month prior to the scheduled examination session. The submission must be made in consultation with the student's advisor and, once having made the submission, the student may not withdraw from the scheduled examination without the permission of his or her advisor.
2. The goal of the M.A. Proficiency Examination is to test the student's broad competence in each of the three major theological disciplines: Bible, Historical Theology, and Systematics/Ethics.
3. The M.A. Proficiency Examination is in three parts (each with two subdivisions), corresponding to the three major theological disciplines. *The three parts are taken at the same examination session.* Students will be allowed two hours for each of the three parts. To receive the M.A. degree, the student must pass all six sections of the exam (the three parts, each with their two subdivisions). A student who fails one or more sections of the Examination may take those sections a second time to achieve a passing grade. If the student fails one or more sections a second time, the M.A. degree cannot be granted.
4. Each two-hour part of the M.A. Proficiency Examination comprises six questions, from which the student answers three. The questions in each part are based on the current M.A. Bibliography. Hence the M.A. Bibliography comprises the core reading for all M.A. and prospective Ph.D. students.

Ph.D. PROGRAM

Requirements for the Ph.D. in Religious Studies include a minimum of 60 hours of graduate theology courses (exclusive of dissertation credits), fulfilling the departmental language requirement, passing a qualifying examination, and completing a dissertation.

Area of Concentration

A Ph.D. student is required to pick an area of concentration--Biblical, Historical, Systematics/Ethics--or the Theology and Society option. The student is encouraged to choose an area of concentration at the beginning of the program and must do so before filing a *Doctoral Program Planning Form* (before the end of the second semester of course work). A student takes approximately 36 hours in the area of concentration and 12 hours in each of the other two areas. Also required are 12 hours of doctoral dissertation credits; this must be included with the other proposed course work on the *Planning Form*. The student may register for the required 12 hours of dissertation credit (THEO 399) at any time credit hours are available. These may be taken at one time or over a period of several semesters. (For course work distribution in Theology and Society option, see policies outlined under Theology and Society).

Language Requirement

All graduate students are expected to have proficiency in foreign languages that are required for courses and research during their doctoral programs at Marquette. While all doctoral students are required to demonstrate competence in German and in French or another language essential for a student's research, the four areas of concentration require additional language competence: Biblical Studies requires Hebrew and Greek; Historical Theology requires Latin if the student is concentrating on Western theological traditions or Greek, Latin or another ancient language if concentrating on Eastern other theological traditions; and, Systematics/Ethics also requires Latin and, in lieu of German and French or another language appropriate to the student's research. The Theology & Society area does not require any languages in addition to German and French or another appropriate modern language, unless a TAS student's work in Systematics/Ethics, History, or Biblical Studies necessitates.

Generally, a student meets the Department of Theology's requirements for a language by passing the Department of Foreign Languages and Literature's (FOLL) translation/comprehension examination OR by receiving a B in a credit bearing course that (1) aims for students to achieve at least advanced competence as defined by the American Council for the Teaching of Foreign Languages (ACTFL), (2) requires both translation of an unannounced text and comprehension of that text as part of the final examination during which a dictionary and a grammar book may or may not be used, and (3) is completed within three years of entering our program or before advancing to the DQE stage.

Marquette's Department of Foreign Languages and Literatures (FOLL) offers the Foreign Languages Reading Exam once each semester for which advanced registration is required. Beginning in Fall 2009, students must register for this examination via CheckMarq. A fee of \$100 will be assessed. The examination period lasts two hours during which students are allowed to use one dictionary. The use of other print materials is prohibited, as are electronic devices (including electronic dictionaries). The reading exam consists of two sections: (1) a translation of approximately 30 lines, equivalent to 85% of the final grade, and (2) a reading comprehension section, equivalent to 15%.

Graduate students in theology may satisfy the foreign language requirement in several ways. One of those ways is to take one or more three-credit course(s) offered by the Department of Foreign Languages specifically for graduate students in the Humanities. Any credits earned in this manner will be above and beyond the departmental program requirements, which are typically 30 credits for an M.A. in Theology and 60 post-baccalaureate credits for a Ph.D. in Religious Studies. The Department of Theology will determine the needed levels of competency for each language appropriate to a student's particular area of theological concentration.

Examinations in Hebrew and Greek are offered by Department of Theology professors. Students who specialize in the Old Testament/Hebrew Bible must pass the Hebrew examination at the advanced level and Greek at the intermediate level of competence. Students who specialize in New Testament studies must pass examinations in Greek at the advanced level and Hebrew at the intermediate level of competence. For those theology courses, typically in Biblical theology, which incorporate language study as part of the theology course itself, the credits earned will be part of the program requirement.

The Theology and Foreign Languages and Literatures (FOLL) departments offer intensive courses to facilitate students' meeting our language requirements. FOLL offers 6204 courses in French, German, and Latin on a rotational basis during the academic year. An intensive course in Latin or Greek is usually offered by FOLL professors during summer sessions while French and German are offered only occasionally during these times. A grade of B that a student earns in a FOLL course meets the Department of Theology's proficiency requirement for that language. Students can meet and hone language requirements in the Biblical Studies area when passing courses offered by Theology professors in Intensive Hebrew Grammar (THEO 8010), Advanced Hebrew (THEO 8011), Intensive Hellenistic Greek Grammar (THEO 8210), and Advanced Hellenistic Greek (THEO 8211). Students should check availability of these courses through the respective departments and register for the course desired when registration opens to assure the likelihood that the courses will be offered, because lack of sufficient registrants may cancel the course.

Acceptance by the Department of Theology of a student's proficiency in a required language that was pursued through a course of examination at another college or university requires verification through a transcript of record, official course description or syllabus, and, if deemed necessary by the department's Language Liaison, a note from the student's language professor specifying that he/she received at least a B in a graduate-level course or examination that tested the translation and comprehension of an unannounced text at the "advanced" level according to ACTFL guidelines within three years of beginning studies at Marquette. Students can initiate acceptance of an examination or course taken elsewhere by filling out the Language Proficiency Certification Form that is available on the Department of Theology's web page.

Students preparing to enter the doctoral program should have begun learning at least one required language. All new graduate students in Theology are encouraged to pass at least one foreign language competency examination or receive a B in a required language course during their first semester of residency. After the first semester, students must pass at least one foreign language examination each year until they finish their language requirements. Students will be allowed to take no more than two graduate courses in theology each semester while completing the one-language-a-year requirement.

Every graduate student receiving tuition credits will be allowed to use up to six tuition credit hours at the Ph.D. level to pay for the language courses.

M.A. Diagnostic Proficiency Examination

1. The entering student takes all parts of the M.A. Diagnostic Proficiency Exam before the beginning semester of doctoral studies. Any omission of a part or parts of the exam will be recorded as “Unsatisfactory.” If the student fails a part or the whole of the exam, he or she then has two options: either, (1) to retake those parts of the exam not yet passed at the next administration of the exam scheduled in the first semester of the student’s doctoral studies, or (2) to enroll in the corresponding introductory MA core course(s) the next time offered. If the student chooses option 1 and fails the exam or portions of the exam a second time, he or she must take the corresponding introductory MA core course(s) and earn a grade of AB or better.
2. Passing the examination demonstrates a broad, Master’s level competency—the equivalent of material covered in the Marquette ‘core’ of M.A. courses—in each of the three major theological disciplines: Bible, Historical Theology, and Systematic/Ethics. This is in keeping with the character of the Marquette Ph.D. program, in which specialization builds upon a sound knowledge of the history of the theological tradition. The examination also enables students and their advisors to identify deficiencies in preparation for the Ph.D. program (see below).
3. Students beginning class work in the Fall ordinarily take the examination in August. (Entering students cannot take the examination in July, when it is offered only for students completing the M.A. Program.) A student may register for the examination after formally accepting admittance into the program. Then the student will be told who the examination board members are, and may seek their advice as he or she prepares for the examination.
4. The examination is in three parts, corresponding to the three major theological disciplines, each of two hours duration. *The three parts are taken at the same examination period.* Each two-hour part comprises six questions, from which the student answers three. The questions in each part are based on the current M.A. Bibliography. Hence the M.A. Bibliography comprises the core reading list for all prospective Ph.D. students. The list of examination questions and the Bibliography are available on the Theology Department’s web page.
5. Passing each examination area enables students to register for classes beyond the M.A. core courses in the respective disciplines. Failure in one part of the examination does not preclude admission to courses in the discipline(s) in which the student passed the examination. Failure to answer any part of the examination will result in a grade of unsatisfactory.
6. Students who must take a certain area’s M.A. core course, because they did not pass the portion of the M.A. Diagnostic Proficiency Examination, must earn a grade of AB or better for admission to the doctoral level seminars. If they do not receive an A or AB in that course, their eligibility for the Ph.D. program must be reviewed by the department’s Chairperson.
7. Ordinarily, all M.A. courses must be satisfactorily completed by the end of the student’s third semester.
8. M.A. course work ordinarily does not count as part of the University’s requirement of a minimum of 30 hours course work beyond the Master’s. This M.A. course work, however, does not automatically preclude requests for transfer of credits for Master’s level work done at other institutions toward the minimum 60 hours of course work required by the University for the Ph.D.

Residency Requirement

The residency requirement is met when a student completes **nine credits of course work, or its equivalent per term, for two terms within an 18-month period, or alternatively, completes at least 6 credits of course work, or its equivalent per term, for three terms within an 18-month period**. Plans for the residency must be included on the *Doctoral Program Planning Form*. The credit load necessary to meet the six- or nine-credit requirement may be met by course work alone or course work in conjunction with dissertation credits. Rarely, if ever, is a twelve-hour course load advisable, given the need during the residency for work on languages or preparation for Doctoral Qualifying Examinations, or both. On the other hand, six hours of coursework is never considered full-time. Outside work is in most cases incompatible with the full-time participation in the academic program required for residency.

Transfer of Credit

A Ph.D. student wishing to include in his/her program courses taken at another institution must list these courses (including brief course descriptions) in filling out the *Doctoral Program Planning Form*. If a student has done masters work in Theology at another institution, advanced standing is possible. The department can accept up to 30 hours of advanced standing credit. Acceptance of previous work is in no case automatic. It will depend upon the following factors:

- School. The institution from which credit is to be transferred must be accredited by The Association of Theological Schools, The North Central Association of Colleges and Secondary Schools, or their equivalent.
- Content and method of course. The courses to be transferred must be academic courses (as opposed to professional-training courses) similar to courses offered by the department. Courses that are primarily language courses (as opposed to exegetical courses) are not acceptable for transfer credit.

Area distribution

The total 60 program hours should approximate our 36-12-12 distribution requirement. This means a student should take at least 18 hours of course work at the Ph.D. level in the area of concentration at Marquette and 6 hours each at the Ph.D. level in the other areas of concentration at Marquette.

Doctoral Program Planning Form

A Ph.D. student must fill out this form in consultation with a faculty advisor before the end of the second semester of course work. **One copy** should be submitted, signed by the student and by the faculty advisor, for approval by the Graduate Committee. With the approval of the Graduate Committee the DPPF is signed by the departmental chairperson and the dean of the Graduate School. One signed copy will be returned to the student. Subsequent changes in this approved program must be submitted, on the appropriate form, through the same channels.

Doctoral Qualifying Examination

This examination may be taken once the student has fulfilled the language requirement and is in the final semester of course work. The student obtains a copy of the area topics from the Assistant to the Chair and then, working with his or her advisor, chooses three topics in the major area and one in each of the two minor areas for presentation in the examination. (Responsibility for preparing the lists of topics rests with the faculties of the separate areas of concentration with the approval of the Graduate Committee.) The student submits the application form with tentative examination dates, the list of topics, and the names of eight regular faculty members who have agreed to serve on the board (including, normally, that of the advisor) to the Graduate Committee. The student also submits a list of all graduate courses in theology, according to areas, whether taken at Marquette University or elsewhere. The Graduate Committee then approves an examination board of five members, three from the student's major area and one from each of the two minor areas, and approves a chairperson for this board. The chairperson is normally a faculty member in the student's major area; the student's advisor may not serve as chairperson.

Once the Graduate Committee's approval is obtained, the student registers with the Assistant to the Chair for the qualifying examination. (This should be done at least one month before the examination.) There are no scheduled dates for qualifying examinations in the department. A student is free to register for any date falling on a regular class day between September 1 and May 10. Normally the written examinations should be scheduled for Monday and Tuesday and the oral examination on a Thursday or Friday. Once a student registers, this date should not be changed except for serious reasons and with the approval of the Departmental chairperson. Soon after the DQE has been registered with the Assistant to the Chair, the chairperson of the exam informs members of the board about the day on which the DQE questions are due to the chairperson and the Assistant to the chair. The chairperson of the examination board is

responsible, in consultation with the other members of the board, for preparing two questions for each of the four sections of the written examination.

On the first day of the examination, the student reports at an agreed upon hour to the Assistant to the Chair, who provides the student with a place in the department in which to work, a copy of the examination questions for the first section of the examination, and whatever books have been given to him/her by the examiners for the student's use. The student then has three hours in which to answer one of the questions given. At the end of this period, the student gives his/her essay response and five additional copies to the Assistant to the Chair for distribution to the board members. The same procedure is followed for each of the remaining three portions of the examination. Typically the student will write the two major-area sections of the examination on the first day and the two minor-area sections on the day following, but other arrangements may be adopted as seem good.

The oral examination lasts approximately ninety minutes, unless the chairperson of the qualifying board wishes to extend this period. The examiners are free to question the student about the examination responses, the questions given in the written portion of the examination, or any other aspects of the topic areas originally chosen by the student. Each examiner—after consultation with the other members of the board if he or she so wishes—provides the chairperson of the qualifying board with a written evaluation of the student's performance in both the written and the oral parts of the examination. The qualifying board chairperson then submits these reports and his/her own chairperson's report to the Departmental chairperson for a signature and forwarding to the Graduate School. While the board will normally give unofficial notification of the results of the examination immediately after the oral portion, the Graduate School will officially notify the student of the results after one or two weeks. A student needs four out of five 'satisfactory' judgments to pass.

Doctoral Dissertation

The student chooses a topic that falls within the scope of the department's understanding of religious studies and for which the student can locate a faculty director with the necessary competence and interest. The student is encouraged to identify a topic and an available director towards the end of course work or while preparing for the qualifying examination. A dissertation outline may not be submitted to the Graduate School, however, until the qualifying examination has been completed. Once the student and the director are in agreement on the dissertation proposal, the student fills out the *Doctoral Dissertation Outline*. The student submits this (unsigned) outline to the Graduate Committee, with a covering letter from the director indicating his/her willingness to serve as director, together with the proposal of at least six names, exclusive of the director's, of the full-time faculty of the department (who have also indicated their willingness to serve) for consideration as nominees to the four-person dissertation board. Outside the Theology and Society program, the members of a doctoral dissertation committee should be full-time members of the Theology Department unless a special request is made and approved. The departmental chairperson, after consultation with the departmental Graduate Committee, then nominates a board and notifies the director to convene a meeting with the proposed board and the student to secure in writing the board's approval of the outline or their suggested revisions. Once the board has approved the outline, it is returned to the departmental chairperson for a signature. It is sent to the Graduate School, which then officially assigns and notifies the board. In consultation with other members of the board, the student then completes the dissertation to the satisfaction of the director.

Dissertation Defense

Once the director judges that the dissertation is ready for a public defense, and *at least* one month prior to the date of the defense and two months prior to the Graduate School deadline for submitting final copies of the dissertation (this is more time than the Graduate School requires), the Assistant to the Chair distributes the defense copies of the dissertation to the members of the board. *However, no faculty member may be scheduled for more than two dissertation defenses in a 30-day period. In other words, a faculty member's third scheduled defense cannot be scheduled earlier than 30 days after their first, and so on throughout the year, in a way that maintains at least a 30-day span of time between every other defense for which they are scheduled.* Board members have at least one month in which to read the dissertation by the last day of which they must inform the director whether they agree that the dissertation is ready for defense. If one or more members of the board determine that the dissertation is not ready for defense, the director, after informing the student of the situation, may reschedule it. Board members should feel free to communicate additional criticisms of the dissertation to the director before the defense. After the board members have read the dissertation, the final public defense is held. The date of the defense must be at least one month prior to the Graduate School deadline for submitting final copies of the dissertation (again, more time than the Graduate School requires). Furthermore, at least one month prior to the defense the student must submit to the Assistant to the Chair an Abstract (no longer than 350 words) and related materials for the defense program. Additional copies of the program are made available to those attending the public defense. The entire board is present for the defense, with the dissertation director as chairperson. The candidate presents a brief summary of the work done. All the readers offer comments and question the student. Finally the director offers comments and questions the student. Comments and questions from the floor may be invited by the

director.

After the defense the student has at least three weeks to correct and revise the dissertation in the light of the written and oral criticisms received and prepares three copies of the dissertation in final form (consulting the *Graduate School Dissertation Directives* for format). These three copies are submitted to the Assistant to the Chair along with items A-H in section VIII of the *Graduate School Dissertation Directives*. Board members have one week in which to evaluate the final copy and sign (or decline to sign) the dissertation committee page and the *Report on Dissertation for the Degree of Doctorate Degree*. Three out of four signatures (or four out of five, if it is a five member board) are required for approval. After the departmental chairperson has signed the doctoral examination report, two copies of the dissertation and the accompanying documents will be taken to the Graduate School, before the Graduate School deadline for submitting final copies of the dissertation. See the *Graduate School Calendar* for current deadlines. The Graduate School officially notifies the student of the results of the dissertation defense. One copy (after microfilming--See instructions in *Graduate School Dissertation Directives*) is placed in the University archives, one copy is placed in Memorial Library, one is filed with the departmental library coordinator.

THEOLOGY AND SOCIETY

In addition to the regular areas of concentration within the theology department, an option in Theology and Society (TAS) is also open to doctoral students. This option leads to a doctorate in religious studies, though the student's areas of teaching and research competence may in fact be quite inter-disciplinary and may be advertised as such.

In other words, it is a theological specialization with inter-disciplinary features, not an inter-departmental program. This option is designed to bring theology into fruitful discourse and collaboration with all those disciplines which treat the scientific, cultural, and value questions of human persons living in society. These disciplines include, among others, anthropology, economics, law, education, English, history, philosophy, political science, psychology, and sociology.

Doctoral students who elect this specialization begin by establishing a solid general theological foundation and developing a theological approach to the understanding of contemporary society. This entails a grasp of the sources of Christian social thought and an understanding of the historical evolution of Christian thought about society and the ways in which Christian insights and values relate to human life. The inter-disciplinary nature of the TAS specialization involves dialoguing with a sophisticated analysis of contemporary culture as mediated by one or another non-theological discipline, selected by the student in consultation with his/her faculty advisor.

Doctoral students electing the TAS option take at least 48 hours of theology. Ordinarily there will be a concentration of 30 hours primarily in one area of specialization (Biblical, Historical or Systematics/Ethics) selected around the TAS theme and 18 hours in the other two areas. Usually 12 hours are taken in one or more related human sciences (currently anthropology, economics, education, English, history, philosophy, political science, psychology, and sociology). A total of 60 hours is required, though students may also have to take additional courses to certify their qualifications in both theology and the allied discipline. Moreover, the student should have the equivalent of an undergraduate major in the allied discipline. Equivalency will be determined by consulting the requirements for graduate students in each department of the allied discipline. If such equivalency is lacking, the student will be required to take selected undergraduate courses in the discipline as a prerequisite to the 12 hours of graduate courses. On the other hand, students who begin their program with 12 graduate hours in their allied discipline need not take further courses in that discipline provided they are adequately prepared for the qualifying examination and their dissertation research.

Students who enter the TAS program with an M.A. from another institution must take 21 hours of theology and at least 12 hours in the allied discipline.

The Doctoral Program Planning Form of TAS students is approved by the departmental chairperson, in consultation with a student's faculty advisor and the other department involved. Faculty advisors must be more than usually active in advising those who elect a TAS specialization and should confer regularly with the chairperson of the TAS Committee. Such students need tailored programs, perhaps some exceptions to normal departmental policies (e.g., only graduate courses included in graduate program), and possibly more than the usual number of course hours (depending on what background they have in their related discipline, whether they do 60 or only 33 hours of course work at Marquette, etc.). Students electing the TAS option should choose a faculty advisor and communicate this choice to the Chairperson of the Theology and Society Committee. A record should be kept of all exceptions granted. The student should submit the exception in writing, signed by his/her TAS faculty advisor, to the departmental chairperson, for a signature and inclusion in the student's departmental file.

For the Doctoral Qualifying Examination in TAS, each student will prepare one topic in each of the two minor areas. (The lists of possible topics in these areas are available on the department's web page.) For the TAS portion of the examination, the student with his/her advisor will first select preliminary areas of concentration and will submit a list of

these in writing to the TAS Committee. On the basis of three specific criteria the TAS Committee will then formulate a number of topics relevant to the student's TAS program. Following upon the review and approval of these topics by the Graduate Committee, the student will then choose three from among them according to the above-mentioned criteria. The qualifying board of a TAS student is composed of two members in the student's primary area of theological

specialization, one member of the allied department in which work is being done, and one member in each of the minor areas.

TAS dissertation boards include one member from the allied department in which the student has been working. The dissertation topic itself must be inter-disciplinary in nature and reflect the general direction of the TAS specialization.

CREDENTIAL FILE SERVICE

The Department of Theology provides a credential file service for graduates. Files are established only at the request and with the cooperation of the candidate, and consist of a general data form (resumé) and evaluation forms or letters of reference. The file does not include official transcripts since these can be obtained only by a written request to the Registrar's Office.

In order to establish a credential file, a student will fill out a *credential file registration form* along with an *open/closed file form*. It is essential that both of these forms be on file in the department before a file can be sent.

Students (with the help of the advisor or dissertation director) will be responsible for assembling the credential file. The Department office will be responsible for duplicating and mailing information.

The charge for each file sent is \$4.00. This is a figure that is consistent with national pricing. Payment is expected when files are requested.

All forms related to the credential file as well as explanations of the forms and an information sheet are available from the Assistant to the Chair in the Department of Theology.

Note: The amended Family Education Rights and Privacy Act of 1974 allows you to see all evaluations/recommendations written on your behalf unless you sign a statement waiving your right of access. All candidates holding a Master's or Doctoral degree, or who are working toward this, may set up a credential file.

Information Available at the Career Services Center. A nation-wide Educational Vacancies list is compiled weekly and copies are available at the Career Services Center. Anyone who wishes to receive the lists at home can do so by sending a supply of business size self-addressed stamped envelopes to the Career Services Center for this purpose. Please indicate you are seeking positions in higher education.

The Theology Department also receives information on job opportunities. All such information is posted on the departmental *Job Opportunities Board*. The board is cleared at the end of each semester.

Students seeking employment are encouraged to inform the departmental chairperson and the director of graduate students of their availability and interests. They are sometimes asked to submit names of suitable candidates, and last-minute openings often come to their attention. Other faculty may also inform them of openings that come to their attention.

TIME LIMITATIONS

A student must complete all of the requirements for a Master's degree within six years. If a course from another university is transferred to a degree program at Marquette and if that course has been taken prior to work here, the

beginning date of that course will be used to establish the beginning of the student's time period.

All work for doctoral degrees, including the final examination, must be completed within six years from the initial registration in graduate courses. A student who enters a doctoral program with a Master's degree in the same field as that in which he/she will pursue the doctoral program must complete the program within six years.

Students who are unable to complete their degree within the six-year limit may petition the Graduate School for an extension; Request for Extension of Time forms are available online at www.grad.mu.edu/forms. To ensure timely consideration, the Request for Extension of Time form should be filed early in the term in which the time limit expires and submitted to the Assistant to the Chair with a statement explaining why an extension is necessary.

The Graduate Committee evaluates the request, seeks further clarification if necessary from the student or the advisor, and then forwards an appropriate recommendation to the Chair. The Committee recommendation is included with the request when the Chair sends it on to the Graduate School.

If the extension is approved, the student is notified of the expectations for progress and completion of the degree. If the extension is denied, the student is terminated from the graduate program.

APPEALS PROCEDURE

Graduate students may appeal grades and other faculty decisions perceived as adverse to their interests by application to the chairperson of the Department, who may thereupon direct the chairperson of the Graduate Committee to appoint, upon consultation with the Graduate Committee, three (3) of the members of that committee, more or less, to meet as a board of appeal and to decide upon such issues, whether of law or of fact, as are placed before it by the chairperson of the Department. Membership upon such boards will rotate among the members of the Graduate Committee. The decisions reached by such boards of appeal are subject to the approval of the chairperson of the Department. (Procedures for the conduct of such appeals by students have been approved by the Department. The Assistant to the Chair has copies of these procedures.)

Normally, no formal procedure of appeal will be given consideration if the documents are submitted later than the final day officially scheduled for the removal of incomplete grades (approximately four weeks into the semester following the one in which the grade was assigned).

AMENDMENTS TO PROCEDURES AND POLICIES

The Department can, at its discretion, amend its procedures and policies as they apply to graduate students. Any changes made in operating procedures that do not have the effect of adding to students' degree requirements are effective immediately upon adoption by the Department and hence obligatory upon all graduate students. Students enrolled in a specific degree program will not be obligated to additional academic work beyond that prescribed in the *Procedures and Policies* in effect when they entered the program in question.

Department Calendar (2009-2010)

AUGUST	17 Ph.D. Diagnostic Exam 27 Graduate School's new student orientation 28 New student picnic (Department) 31 Late registration begins 31 Fall semester classes begin
SEPTEMBER	1 Department Convocation 7 Labor Day holiday 8 Late registration ends (midnight) 10 Dr. Markus Wriedt Lecture 25 Wade Chair Lecture, Rev. William Kurz, S.J.
OCTOBER	7 Applications for December graduation due in the Graduate School 9 Deadline for submission of work for removal of I, IX, and X grades from Spring, 2009 21 Sr. Patricia Talone, RSM, "Careers in Health Care Ethics," 22-23 Midterm break 29-30 Lonergan Symposium 29 Doerr Chair Lecture, Rev. Robert Doran, S.J.
NOVEMBER	4 M.A. Comprehensive Exam (2 nd /final attempt for Ph.D.Diagnostic Exam) 15 Theotokos Lecture, Prof. Maxwell Johnson 25-29 Thanksgiving Holiday
DECEMBER	20 Mid year graduation ceremonies
JANUARY	18 Martin Luther King holiday 19 Spring classes begin/Late registration begins 26 Late registration ends (midnight)
FEBRUARY	3 Applications for May graduation due in the Graduate School 19 Deadline to submit work for removal of Fall incompletes 25 Wade Chair lecture
MARCH	8-13 Midterm exams 14-21 Spring Break
APRIL	1-5 Easter Holiday 7 M.A. Comprehensive Exam 11 Pere Marquette Lecture
MAY	18 Departmental Meeting 23 Commencement

GRADUATE SCHOOL CALENDAR (2009-2010)

Available in the *Graduate Bulletin*.

FORMS

Available on the departmental web page and the Graduate School's web page.

FACULTY ROSTER 2009-2010

DISTINGUISHED PROFESSOR

Rev. Robert Doran, S.J.
(Emmett Doerr Chair in Theology)

Dr. Patrick W. Carey
(William J. Kelly, S.J. Chair in Theology)
Rev. William Kurz, SJ
(Wade Chair, Fall, 2009)

PROFESSOR

Rev. Alexander Golitzin
Rev. William Kurz, S.J.
Dr. D. Stephen Long
Dr. Daniel C. Maguire
Rev. Philip Rossi, S.J.
Rev. David Schultenover, S.J.
Dr. Susan Wood
Dr. Kenneth Hagen (*Emeritus*)
Dr. Paul Misner (*Emeritus*)

ASSOCIATE PROFESSOR

Dr. Michel Barnes
Dr. D. Lyle Dabney
Dr. Ralph Del Colle
Dr. Deirdre Dempsey
Dr. Michael K. Duffey
Dr. Julian V. Hills
Rev. D. Thomas Hughson, S.J.
Dr. Mark Johnson
Rev. William Kelly, S.J. (*Emeritus*)
Rev. John D. Laurance, S.J.
Dr. M. Therese Lysaught
Rev. Bryan Massingale
Dr. Robert L. Masson
Dr. Mickey Mattox
Rev. Joseph Mueller, S.J.
Dr. Andrei Orlov
Dr. Sharon Pace
Dr. John J. Schmitt
Dr. Jame Schaefer
Dr. Wanda Zemler-Cizewski

VISITING PROFESSOR

Dr. Markus Wriedt

ASSISTANT PROFESSOR

Dr. Ulrich Lehner
Dr. Rodrigo Morales
Dr. Danielle Nussberger
Dr. Irfan Omar

ADJUNCT INSTRUCTORS

Mr. Braden Anderson
Rev. Thomas Anderson, SJ
Mr. Anthony Briggman

Mr. Eric Vail
Dr. John Zemler

Dr. Terrence Crowe
Dr. Christopher Dorn
Rev. Steven Dunn
Mr. Abraham Fisher
Mr. John Fortner
Mr. Mark Jennings
Dr. John A. Jones
Dr. Judette Kolasny
Dr. Constance Nielsen
Mr. Michael Novak
Dr. Louis Oliverio, Jr.

TEACHING FELLOWS

Ms. Lisa Cullison
Mr. Jason Scully

DISSERTATION FELLOWS

Ms. Ellen Concannon
Mr. Michael Harris
Mr. Alexander Huggard

DEPARTMENTAL RESPONSIBILITIES

Chairperson: overall direction of departmental activities, faculty and student recruitment, departmental publicity, teaching assignments for faculty and assistants, admissions procedures, routine procedures for graduate students, liaison with other University departments and officials.

Director of Graduate Students: primary administrative contact person for the graduate students as a group and individually; advisory to the Chairperson in matters relating to graduate students; advisory to the Chairperson on matters of graduate student financial aid.

Director of Undergraduate Studies: responsible for advising undergraduate theology majors and teaching majors; Theta Alpha Kappa moderator; supervision of department teaching mentoring process; coordinates departmental presence at recruiting/scholarship events; oversees Doherty Award process.

Assistant Chair: responsible for undergraduate and graduate class scheduling; urgent requests for enrollment; coordinates peer review of junior, part-time and adjunct faculty as well as full-time faculty seeking promotion.

Library Coordinator: departmental book ordering; liaison with the University library; departmental filing of essays, theses, and dissertations.

Departmental Advisory Committee: advisory to the Chairperson in matters of faculty recruitment, retention, and promotion; advisory to the Chairperson with regard to faculty salaries, financial aid recommendations, departmental policies and procedures.

Departmental Graduate Committee: advisory to the Chairperson in matters of doctoral qualifying topics and boards, thesis and dissertation boards, graduate student policies and procedures.

Departmental M.A. Examination Committee: advisory to the Chairperson in matters of the M.A. Proficiency Examinations.

Departmental Undergraduate Committee: advisory to the Chairperson in matters of undergraduate policies and procedures, theology and teaching majors, honors advising.

Departmental Research Committee: review and rank released-time applications; function as the Department's Mellon Committee; encourage faculty grant and fellowship applications by reviewing and distributing funding information and applications; arrange for Faculty Colloquia.

Graduate Admission and Financial Aid Committee: establish admissions norms; review applications for admission to the graduate program; review applications for fellowships and for regular financial aid and submit recommendations to the Chairperson.

Pere Marquette Lecture Committee: coordination of various academic activities sponsored by the department (i.e., annual Pere Marquette Lecture, occasional special colloquia, regular faculty seminars).

Theology and Society Committee: advisory to the Chairperson in matters of TAS policies and procedures; advising Chairperson in liaison activities with other departments involved in the TAS operation.

Theotokos Committee: organize the annual Theotokos lecture, supervise the printing of the lecture, and coordinate all other events directly associated with the lecture.

ADVISOR/DIRECTOR/STUDENT RESPONSIBILITIES

“It is the joint responsibility of the student and advisor to plan the student’s total program”

All forms are available from the Assistant to the Chair and should be typed or neatly printed (some forms are also available online at the Theology Department web page or the Graduate School’s web page). Students and faculty who have further questions or wish additional assistance with the forms and processes listed below, should feel free to contact the Director of Graduate Students. It would be helpful to set up a file folder on the student advisees in order to work efficiently with student records, etc.

Doctoral Program Planning Form (DPPF)

Ph.D. students must fill out this form **in consultation** with their advisor before the end of the second semester of coursework. Students and advisors should meet at least once each semester. The DPPF constitutes a formal agreement between the student and Marquette University. The form can be changed only with a **DPPF Amendment** form.

DPPF Amendment Form

There are many legitimate reasons for amending the DPPF but it is important to follow the correct procedure. The amendment form should be filled out by **students** in consultation with their advisor. DPPF amendments should be submitted a semester ahead of time during the registration period and must include a copy of the DPPF worksheet as well as the date(s) when the course(s) will be taken.

Doctoral Qualifying Examination Application (DQE)

Student obtains a copy of the topic areas and the application form.

In consultation with the advisor, the student selects three (3) topics in the major area and one (1) topic in each of the minor areas. (Be aware that the topic areas on the application form must match exactly with those on the topics list.)

Student solicits three (3) faculty members in the major topic area and one (1) in each of the minor areas to serve as the examining board. Three (3) alternate faculty names must be provided. Note: the student’s advisor may be on the DQE board but **may not** serve as the chair.

Student prepares the DQE application form and a list of courses that the student has taken both at Marquette and in the previous graduate institution. These are submitted to the Graduate Committee. Student and advisor are notified when the examination topics and board have been approved by the Graduate Committee, and an exam registration form is provided.

The **faculty members who chair** DQE boards are responsible for (1) contacting the other members of the examination board to solicit the examination questions, (2) arranging with the other members of the board the time of the oral examination, (3) communicating the time and place of the examination to the student. (The **Assistant to the Chair** schedules the exam on the departmental calendar.)

Faculty members who participate in DQE boards should clarify their expectations with the student. These include, at least, the list of required materials for preparation and the number of conversations the faculty member expects to have with the student prior to the examination.

Doctoral Dissertation Outline (DDO)

Student chooses a topic that falls within the scope of the department's understanding of religious studies and for which the student can locate a faculty director with the necessary competence and interest.

Once the **student and director** are in agreement on the outline the **student** fills out the *Doctoral Dissertation Outline* (no committee names are to be provided on the form).

Director provides a cover letter to be submitted to the Graduate Committee with the DDO. The letter indicates his/her willingness to serve as director, together with four other names of faculty who have agreed to serve on the dissertation board (the list must also include the names of 3 faculty who have agreed to be alternates).

Given the approval of the Graduate Committee the board is appointed and the dissertation director replaces the student's advisor. The **Assistant to the Chair** then circulates the DDO to the board members for two weeks during which time they indicate their approval of the DDO, suggest revisions or changes, or request a meeting of the board. At the end of two weeks board members' signatures are obtained and the DDO is sent to the Graduate School.

Dissertation Defense

Once the **director** judges that the dissertation is ready for a public defense, the **director** contacts the members of the board and arranges a date and time for the public defense. Although the director is required by *Procedures and Policies* to give official notice one month in advance, colleagues – especially those not recently informed about the student's progress – greatly appreciate earlier notice of anticipated defense target dates.

At least one month prior to the date of defense, the **student** provides the Assistant to the Chair with four copies of the dissertation along with the defense program. The program includes an unsigned copy of the announcement of public defense and a copy of the abstract. The student is responsible for emailing a copy of the abstract in Word to Ms. Erin Fox in the Graduate School (erin.fox@marquette.edu).

The **Assistant to the Chair** distributes the dissertation, obtains signatures of board members, and forwards defense program to the Graduate School.

COMMITTEE ASSIGNMENTS 2009-2010

Chairperson

Dr. Susan K. Wood, S.C.L.

Assistant Chairperson

Dr. M. Therese Lysaught.

Director of Graduate Students

Rev. Thomas Hughson, S.J.

Director of Undergraduate Studies

Dr. Deirdre Dempsey

Associate Director of Undergraduate Studies

Rev. Bryan Massingale

Library Coordinator

Dr. Wanda Zemler-Cizewski

Director of MACD Program

Dr. Patrick Carey

Writing Consultant Supervisor

Dr. Rodrigo Morales

ADVISORY COMMITTEE

Dr. Deirdre Dempsey
Dr. D. Stephen Long
Dr. Irfan Omar
Dr. Andrei Orlov

AREA CONVENORS

Dr. Sharon Pace, Biblical
Dr. Patrick Carey, Historical
Rev. Robert Doran, SJ Systematics/Ethics

ASSESSMENT COMMITTEE

Dr. Therese Lysaught, Chair
Dr. Danielle Nussberger

LANGUAGE LIAISON

Dr. Jame Schaefer

LIAISON: EXCHANGE PROGRAM

WITH Goethe University of Frankfurt, Germany
Rev. Philip Rossi, S.J.

FACULTY MEETING MINUTES

Dr. Irfan Omar

GRADUATE ADMISSION AND FINANCIAL AID COMMITTEE

Rev. Thomas Hughson, Chair
Dr. Michel Barnes
Dr. D. Stephen Long
Dr. Sharon Pace

GRADUATE COMMITTEE

Rev. Philip Rossi, S. J., Chair
Rev. Alexander Golitzin
Rev. Thomas Hughson, S.J.
Dr. Julian Hills
Dr. Robert Masson

M.A. EXAMINATION COMMITTEE

Dr. Daniel Maguire, Chair, (*Ethics*)
Dr. Patrick Carey, (*Fall, 2009, Hist. II*)
Dr. Lyle Dabney (*Spring, 2010, Systematics*)
Rev. Alexander Golitzin, (*Historical I*)
Rev. William Kurz, S.J. (*Spring, 2010, NT*)
Dr. Ulrich Lehner (*Spring, 2010, Hist. II*)
Dr. Rodrigo Morales (*Fall, 2009, NT*)
Dr. Danielle Nussberger (*Fall, 2009, Systematics*)
Dr. John Schmitt (*OT*)

PERE MARQUETTE LECTURE COMMITTEE

Dr. D. Stephen Long, Chair
Rev. Robert Doran, S.J. (Editor)
Dr. Danielle Nussberger
Dr. Irfan Omar

RESEARCH COMMITTEE

Dr. Andrei Orlov, Chair
Rev. Robert Doran, S.J.
Rev. David Schultenover, S.J.

SOCIAL COMMITTEE

Dr. Michel Barnes, Organizer
Dr. Rodrigo Morales
Dr. Jame Schaefer

THEOLOGY AND SOCIETY COMMITTEE

Dr. Therese Lysaught, Chair
Rev. Bryan Massingale

THEOTOKOS LECTURE COMMITTEE

Rev. John Laurance, S.J., Chair
Dr. Mickey Mattox
Dr. Rodrigo Morales

UNDERGRADUATE COMMITTEE

Dr. Deirdre Dempsey, Chair
Rev. Bryan Massingale, Associate Chair
Dr. Michael Duffey
Dr. Mark Johnson
Dr. Danielle Nussberger

