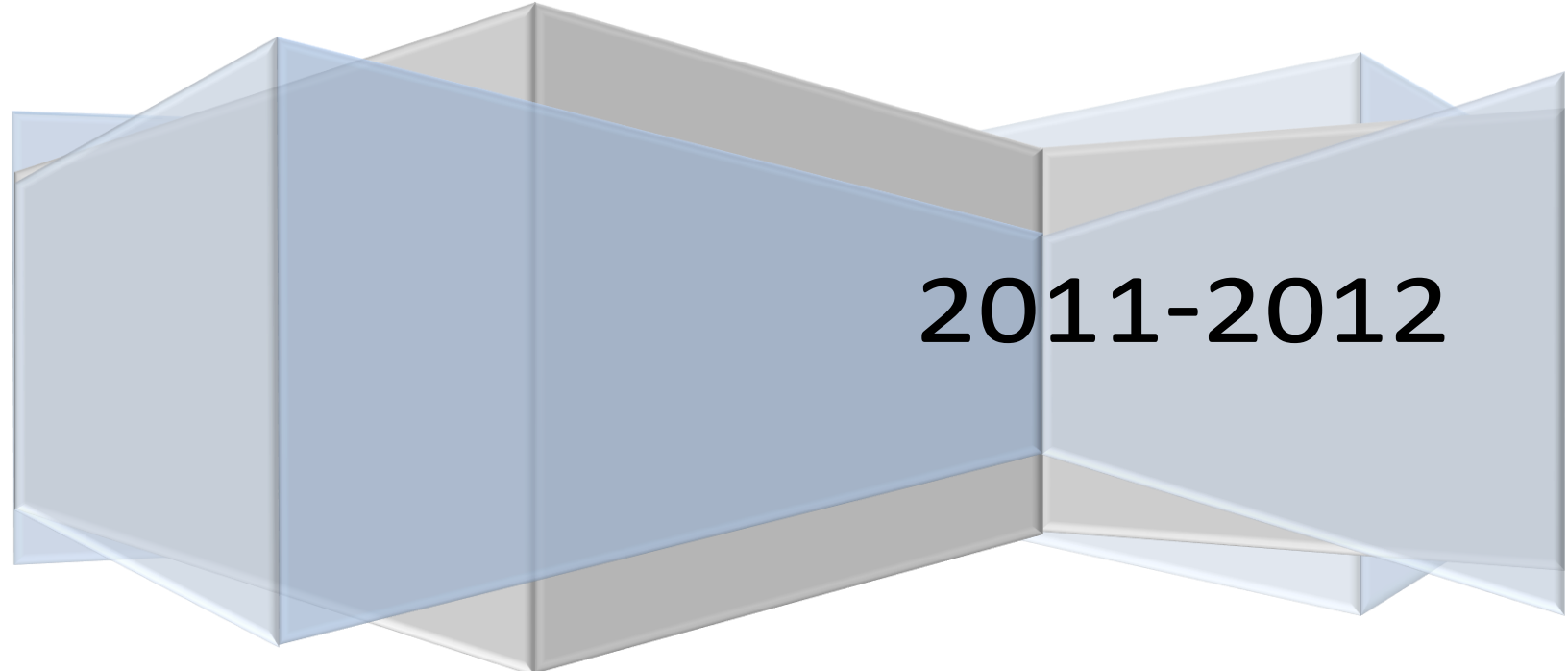


**Department of Theology**

# **POLICIES AND PROCEDURES**

**Graduate Program Information**



**2011-2012**

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# ADMISSION AND FINANCIAL AID

## ADMISSION REQUIREMENTS

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

All applications for admission must be submitted online. A link to the Graduate School's online application can be found at [www.marquette.edu/grad](http://www.marquette.edu/grad).

## STUDENT ADMISSION STATUS

### Degree Status

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:** Designates 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.

### Non-Degree Status

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 Admission Status

Applicants who have applied to a degree or a non-degree program and meet the minimum admission requirement, but have not submitted all the necessary documents may be admitted under temporary status. This admission is valid

for only one term. Students must apply for and be admitted as a degree or non-degree student before being allowed to register for additional courses.

## Visiting Scholar Status

Designates a student, seeking a master's or doctoral degree at another institution, who takes one or more classes at Marquette University with the intention of transferring the earned credits.

## FINANCIAL AID

The department makes every effort to secure financial aid for all active students who need it. Unfortunately, there is never enough financial aid to take care of all deserving students. Nevertheless, a respectable proportion of the department's active graduate students do receive some financial aid. The application deadline for dissertation/teaching fellowships and tuition awards for the next academic year is announced in an email message, usually in mid-December.

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

### 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 departmental Graduate Committee for Admissions and Financial Aid. Those awarded an assistantship have until April 15<sup>th</sup> or two weeks from notification 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 Chair. Any of the eighteen hours of tuition credit not used during the year can be used for summer session tuition or dissertation credit hours in the case of doctoral students. To use tuition credits in the summer, the student must make a specific request to the Graduate School. Tuition credits from the previous academic year can only be used for Summer Session 1.

Criteria for assistantship awards include: grades, Graduate Record Examination results, past experience, letters of recommendation, suitability for T.A. and R.A. work assignments, progress in certified language proficiency, and student recruitment incentive. The deadline for assistantship applications by incoming students is the December 15<sup>th</sup> admissions deadline. Incoming students applying for financial aid indicate that desire on their application form. 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.

Continuing students holding assistantships who wish to renew them must submit an application form to the Department of Theology and to the Graduate School indicating their desire to be renewed. Their assistantship will be renewed if the Graduate Admission and Financial Aid Committee (GAFAC) determines that they are making satisfactory progress towards their degree. They do not need to submit additional letters of recommendation.

### 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 in an email message to students, generally in mid-December.

The Schmitt Fellowship, Smith Fellowship, 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, generally in mid-October. 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 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.

## **Tuition Scholarships**

A limited 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 1<sup>st</sup>. 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 asks 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.

## **FAILURE TO MEET THE SATISFACTORY ACADEMIC PROGRESS STANDARDS**

### A. First Occurrence

Students who do not meet the standard will be put in a warning status. The student will be notified of this status in writing.

### B. Second Occurrence

If a student fails to meet the standards for a second year, the student will be ineligible for further aid consideration. Eligibility can be regained by making satisfactory progress within one term at the student's own expense. Eligibility cannot be reinstated if the student simply sits out for an enrollment period or pays his/her own expenses for a term without making satisfactory progress.

### C. Third Occurrence

Aid eligibility is terminated. An appeal for reinstatement requires a written plan signed by an academic adviser on how the student intends to meet graduate requirement. For further information, see the *Graduate Bulletin*, p. 35.

## **GENERAL POLICIES AND PROCEDURES**

### **FACULTY ADVISOR**

The Director of Graduate Students serves as the advisor for all new M.A. and Ph.D. students. Patrick Carey, Ph.D., currently serves as the advisor for the M.A.C.D. program. Each student is assigned a faculty advisor within the first semester of coursework. The student should feel free to communicate with the Director of Graduate Students prior to beginning course work. New students must have their initial course planning slip approved by the Director of Graduate Students. Continuing students must have theirs approved by their advisor before seeking a permission number for registration.

Students are free to change advisors at any time but must inform the Director of Graduate Students and 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 their registration numbers from the Assistant to the Chair

## **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.

The Graduate School mandates that students receiving financial aid in the form of a fellowship or TA/RA be enrolled with full-time status. Students who are taking less than 7 credits in a semester (zero to six) and receiving financial aid in the form of a TA, RA, or fellowship, can enroll in Graduate Assistantship Fellowship Continuation. The student selects the course, either THEO 9974 for the fellowship student, 9975 for the Teaching Assistantship student, or 9976 for the Research Assistantship student. The student registers for the course and this gives them full-time status. There are no credits attached to any of the graduate continuation courses and the fee for each of the continuation courses is \$100 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 members 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 given to the Assistant to the Chair who places them in the students' file. The advisor consults them and compiles his/her own evaluation and advises the student in the light of the evaluations. 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.

## **GRADUATE READING COURSES**

Graduate reading courses (THEO 6995) 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 (available on the Graduate School's web page), attach a course syllabus, obtain the consent of the proposed instructor, and submit it to the departmental Chair 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.

## **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*, 16<sup>th</sup> Edition, available from our library digitally at: <http://www.chicagomanualofstyle.org/16/contents.html> 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*, 2<sup>nd</sup> Edition. It is departmental policy that students use inclusive language to refer to human beings, especially in their written assignments, but also in class discussion.

## **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.

# MASTER OF ARTS IN CHRISTIAN DOCTRINE (M.A.C.D.)

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 9 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).

For the 9 credit hours of electives (three courses), the student must choose one graduate course in each of the principal theological disciplines: biblical, historical, and systematic. In certain circumstances, and with the permission of the M.A.C.D. Program 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.C.D. FINAL PAPER PROJECT**

According to the University catalogue, M.A.C.D. students will write a comprehensive examination paper that integrates what they have learned and applies what they have learned to their careers. This M.A.C.D. final paper should aim to integrate biblical, historical and systematic sources while examining a topic of interest to the student. The writer can use a biblical, historical, and/or systematic method in constructing the paper. Papers, moreover, can be focused on one's future career and therefore can have a practical aim: e.g., developing a method of communicating a particular doctrine or moral value to high school students or to children or to adults in religious education programs; developing a lesson plan for teaching a particular moral or doctrinal issue; suggesting ways of dealing with health care crises in a hospital or home situation; dealing with problems that occur in explaining Christian doctrines in a pastoral situation or in secular and pluralistic culture.

After consulting with the Director of the M.A.C.D. program, students should choose a director (one of Marquette's full-time theology professors) for the final paper and work in conjunction with the professor in developing the paper. When the director of the paper is satisfied that the paper is acceptable, he or she will notify the M.A.C.D. Director, who will choose a second reader to evaluate the paper. After both the director and the second reader have read and approved the paper (after appropriate revisions have been made), they will fill out the evaluation form for the paper (available on the Department of Theology web page) and hand the evaluation forms to the Director of the M.A.C.D. program. The student will then give the M.A.C.D. Director two copies of the final, approved, corrected, and revised paper.

The paper will be evaluated according to the following criteria:

1. Did the paper clearly formulate and state the topic to be addressed, identifying those aspects of Scripture, Church History, and Christian Doctrine to be treated?
2. Did the paper accurately and critically represent the historical and social contexts of theological texts and topics?
3. Did the paper state the particular career goals or religious or theological interests to which the student seeks to reflectively apply what he or she has learned?
4. Is the paper well-written, with clear thesis statement, a well-developed argument, appropriate topic sentences, and clear concluding paragraph? Are correct grammar, mechanics, usage and spelling employed?
5. Did the paper show evidence of the proper use and citation (following the Chicago Manual of Style) of sources?

Examples of M.A.C.D. papers that have been approved, along with a sample of an appropriate title page, can be obtained from the Theology Department's Assistant to the Chair.

# MASTER OF ARTS IN THEOLOGY (M.A.)

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 (see below).

## 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.

## MASTER'S PROGRAM PLANNING FORM

A student in the Master's program must fill out this form in consultation with a faculty adviser within the first semester of their program. One copy of the form should be submitted for approval to the Director of Graduate Students (DGS). With the approval of the DGS the *Master's Program Planning Form (MPPF)* is signed by the departmental Chair and forwarded to the Graduate School. A change to any of the data on the form will require the submission of a new, updated, signed and approved MPPF form.

## 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*.

### Coursework

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. If the student chooses Plan A, only 6 hours of elective coursework beyond the Core courses and thesis are required. If the student chooses Plan B, 12 additional elective hours of coursework are required beyond the Core courses.

### 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). The evaluation of this project will include an assessment of its use of language skills in the service of theological inquiry and argumentation.

The thesis should investigate a question, problem, or issue, related to your field of study, demonstrate your acquired knowledge of the topic, utilize principles of sound and ethical scholarship, and be written clearly, informatively, and persuasively in support of your major objective and/or argument.

**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 a *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 a paper from one of their courses that is appropriate for revision and expansion.. 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 the JCA area are required to demonstrate facility in reading either Hebrew or Greek at the intermediate level. 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 offered in the Department of Foreign Languages and Literatures. These language credits, however, are not counted as theology course credits.

Some language courses, typically biblical languages, for graduate Theology students are taught in the Department of Theology. M.A. students may take up to 6 of their program credits in such courses.

For specifics on how to fulfill the language competency requirement, see the section entitled "Language Requirement" in the Ph.D. Program section below.

## 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 with 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 9 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: JCA, 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 and are available on the Department website.

# DOCTOR OF PHILOSOPHY (PH.D.)

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—Judaism and Christianity in Antiquity, Historical Theology, 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 8999) 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. Students preparing to enter the doctoral program will ideally have obtained certified proficiency in at least one required language.

Language competencies vary by area of concentration as follows:

**Judaism and Christianity in Antiquity:** two modern foreign languages (normally German and French; another language essential for the student's research may be substituted for one of these two in consultation with the student's advisor and the language liaison); Hebrew; Greek.

**Historical Theology:** two modern foreign languages (normally German and French; another language essential for the student's research may be substituted for one of these two in consultation with the student's advisor and the language liaison); Latin for students concentrating on Western theological traditions; Greek, Latin or another ancient language for students concentrating on Eastern theological traditions as appropriate for the student's research.

**Systematics/Ethics:** two modern foreign languages (normally German and French; another language essential for the student's research may be substituted for one of these two in consultation with the student's advisor and the language liaison); Latin.

**Theology and Society:** two modern foreign languages (normally German and French; another language essential for the student's research may be substituted for one of these two in consultation with the student's advisor and the language liaison); an additional language if required by the student's work in Systematics/Ethics, History, Biblical Studies, or their allied discipline.

Graduate students in theology may satisfy the foreign language requirement in several ways.

### Coursework at Marquette

First, students may take one or more three-credit intensive reading course(s) offered by the Department of Foreign Languages and Literatures (FOLL) specifically for graduate students in the Humanities. FOLL offers these courses in French, German, and Latin (numbered 6204) on a rotational basis during the academic year. A projected rotation of these courses is available on the departmental website. Students who earn a grade of B or higher in one of these FOLL courses will be certified as meeting the Department of Theology's proficiency requirement for that language. Any credits earned in this manner will be above and beyond the departmental program requirements.

Students enter the doctoral program at various proficiency levels in biblical languages. Students can hone their skills in this area via 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). Simply passing these courses,

however, even with a grade of A, does not necessarily certify students as proficient at the appropriate level for doctoral students. Students in New Testament must achieve advanced proficiency in Greek and intermediate competency in Hebrew; students in Old Testament/Hebrew Bible must achieve advanced proficiency in Hebrew and intermediate proficiency in Greek. Students who, in the judgment of the professor, are ready to take the proficiency exam will be permitted to take the appropriate-level exam at the end of the course, and it will serve as their final exam for the course. For more information on this exam, see below. Unlike FOLL courses, credits earned for the departmental biblical language courses count toward departmental program requirements. Note: students may complete both the Intensive and Advanced language courses offered by the Department and still be required to engage in additional study on their own in order to achieve proficiency.

M.A. students in JCA are not required to reach the same level of proficiency as Ph.D. students for their program but are of course encouraged to do so.

Students should check availability of the department's biblical language courses and register for them when registration opens to assure the likelihood that the courses will be offered, as lack of sufficient registrants may cancel the course.

### **Foreign Language Reading Exams**

Second, students may meet the Department's language requirement in German, French and Latin by passing a translation/comprehension exam offered by the Department of Foreign Languages and Literature. These Foreign Language Reading Exams are offered once each semester and 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%.

Examinations in Hebrew and Greek are offered by professors in the Department of Theology. 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. Students who enter the program with a strong background in biblical languages may take a qualifying exam, to be assessed by two JCA faculty. The Greek exam lasts three hours and consists of a translation of two out of three Greek passages, as well as translation of a few sentences from English to Greek. Students are allowed to use one Greek-English lexicon.

### **Coursework at Another Institution**

Third, the Department of Theology may accept as meeting the language requirement coursework from another college or university. Students entering the program with such experience should meet with the departmental Language Liaison to see if the student's previous coursework will meet the departmental requirement. The student should supply the Language Liaison with a transcript of record, official course description or syllabus, and a copy of the examination that tested the student's abilities in translation and comprehension. The student should include both the text that was translated and a copy of the student's translation and, if applicable, answers to comprehension questions. Matriculated students who wish to complete a language requirement at another institution should first meet with the Language Liaison to ensure that the proposed course of study will be sufficient. In general, students should have received a B or higher 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, and (3) is completed within three years of entering our program or before advancing to the DQE stage. The department will also accept a grade of a "pass" on an examination equivalent to the exams offered by Marquette's Department of Foreign Languages.

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 FOLL courses. These courses will not count toward the 60-hour coursework requirement for the Ph.D. degree.

## **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: JCA, 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 Chair.
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. However, students who are taking less than 7 credits in a semester (zero to six) and receiving financial aid in the form of a TA, RA, or fellowship, can enroll in Graduate Assistantship Fellowship Continuation. The student selects the course, either THEO 9974 for the fellowship student, 9975 for the Teaching Assistantship student, or 9976 for the Research Assistantship student. The student registers for the course and this gives them full-time status. There are no credits attached to any of the graduate continuation courses and the fee for each of the continuation courses is \$100 per semester.

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 hours of coursework should be completed according to the 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 (DPPF)

A Ph.D. student must submit to the Graduate Committee this form **in consultation** with a faculty advisor before the end of the second semester of course work. Students and advisors should meet at least once each semester. 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 Chair and the dean of the Graduate School. One signed copy will be returned to the student and a copy given to the advisor.

Subsequent changes to the DPPF must be submitted, on the DPPF Amendment form, through the same channels. 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 the semester previous to the requested change and must include a copy of the DPPF worksheet as well as the date(s) when the course(s) will be taken.

The DPPF constitutes a formal agreement between the student and Marquette University.

## DOCTORAL QUALIFYING EXAMINATION (DQE)

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 Department of Theology web page 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 Chair for this board. The Chair is normally a faculty member in the student's major area; the student's advisor may not serve as Chair.

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 Chair. Soon after the DQE has been registered with the Assistant to the Chair, the Chair of the exam informs members of the board about the day on which the DQE questions are due to the Chair and the Assistant to the Chair. The Chair 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 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 Chair 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 Chair 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 Chair then submits these reports and his/her own Chair's report to the Departmental Chair 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.

### **To Summarize the Process:**

**The 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. (The topic areas on the application form must match exactly with those on the topics list.)

**The 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.

**The 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 member who Chairs the** DQE board is 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, and (4) preparing the examination questions. (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

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 cover 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. Such requests are permissible when there are good reasons for them. Video conferencing is available at the University to accommodate participation for outside scholars if such equipment is also available at the outside scholar's institution. The University does not have any funding, however, to support a stipend, travel or accommodations for outside scholars, nor is a student allowed to provide any financial support for the participation of the outside reader. If there are any equipment or telephone charges for the video conferencing, they will have to be borne by the student. The departmental Chair, after consultation with the departmental Graduate Committee, then nominates a board and notifies the director to convene a meeting within six weeks 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 Chair for a signature. It is then sent to the Graduate School. 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 date the student must submit to the Assistant to the Chair an abstract (no longer than 350 words) and the announcement of public defense form. An electronic copy of the abstract should be emailed to the Graduate School Records Coordinator. 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 Chair. 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. The final dissertation is submitted electronically to the Graduate School. Detailed instructions for electronic dissertation submission are available on the Graduate School's web page.

The following items are **not** part of the electronic submission, but they are still due in the Graduate School by the dissertation deadline. They will be collected/provided by the Department of Theology.

- One paper copy of the signature page.
- Dissertation Committee Approval form.
- The Publishing Through MU's Raynor Memorial Library form.
- The publishing fee. Check or money order made payable to Marquette University.
- The Survey of Earned Doctorates.
- One hard copy of the dissertation for the Department of Theology library. (Your dissertation director may also ask you to provide a copy of the dissertation for his/her personal library.)

## THEOLOGY AND SOCIETY (TAS)

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

In other words, the Theology and Society option 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 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.

Starting in Fall 2011, doctoral students may also choose an additional focus within the Theology and Society area: the focus in Healthcare Mission and Ethics (HME). This option is designed to provide students interested in careers in Catholic healthcare with a deep grounding in the theological disciplines while also providing academic training in issues related to healthcare and practical immersion in healthcare environments.

Doctoral students who elect the TAS or HME 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 a non-theological discipline, selected by the student in consultation with his/her faculty advisor.

**Coursework:** Doctoral students electing the TAS or HME option take at least 48 hours of coursework in 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 theological specializations. Usually 12 hours are taken in one or more related human sciences (currently anthropology, economics, education, English, history, philosophy, political science, psychology, health law, healthcare ethics, health policy, and sociology). A total of 60 hours of coursework plus 12 hours of dissertation credit is required (for a total of 72 hours), although students may also need to take additional courses to certify their qualifications in both theology and the allied discipline.

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.

The total 60 hours of coursework should be completed according to the 30-9-9-12 distribution requirement for the TAS. This means a student should take at least 30 hours of graduate coursework in the main theological area of concentration, 9 hours in each of the minor theological disciplines, and 12 hours in the allied discipline. How many hours students take in each area at Marquette will vary depending on the student's previous graduate work.

For example, students entering the TAS or HME program with an MA in a theological discipline will minimally take 12 hours in their major theological area at Marquette, 3 hours in each minor area, and 12 hours in the allied discipline at Marquette, building on up to 30 hours of theological coursework from the MA degree. Students who enter the TAS program with an MA in a non-theological discipline (e.g., an MA in Philosophy or an MA in Healthcare Ethics) may count up to 12 graduate hours taken elsewhere toward the requirement for their coursework in the allied discipline, provided they are adequately prepared for the qualifying examination and their dissertation research. However, only 12 hours of non-theological graduate coursework taken elsewhere may be counted toward the TAS or HME degree. These students will need to take additional theological coursework at Marquette to reach the required total of 48 hours of coursework in theology.

Ideally, TAS students should take at minimum one course in each minor area and the allied discipline at Marquette so as to have worked with Marquette faculty who can serve on the Doctoral Qualifying Examination committee. Exceptions to this distribution, however, can be made, based on previous coursework and the student's overall program.

TAs students are required to pass all sections of the MA Proficiency Examination. Students who enter the program with an MA in an allied discipline and who do not pass sections of the MA Proficiency exam may be required to take 6000-level introductory courses to gain proficiency in these areas prior to taking doctoral-level coursework in theology. These 6000-level courses may count toward the overall 60 hours of coursework required for the doctoral degree, but in such cases the number of hours eligible for transfer (usually 30) will be equivalently reduced.

**Language Requirement:** two modern foreign languages (normally German and French; another language essential for the student's research may be substituted for one of these two in consultation with the student's advisor and the language liaison); an additional language if required by the student's work in Systematics/Ethics, History, Biblical Studies, or their allied discipline.

**The Doctoral Program Planning Form:** Students electing the TAS or HME option will be assigned an advisor familiar with the TAS or HME program. The Doctoral Program Planning Form of TAS and HME students is approved by the student's advisor before submission to the Graduate Committee. Faculty advisors must be more than usually active in advising those who elect the TAS or HME specialization. Students in this area need tailored programs, perhaps with some exceptions to normal departmental policies, and possibly more than the usual number of course hours (depending on what background they have in their related discipline, etc.). The student should submit any exceptions to these policies in writing, along with rationales for the exceptions, signed by his/her faculty advisor, to the Graduate Committee for review. The committee's recommendation is then forwarded to the Chair for approval. The Chair signs any approved exceptions and includes them in the student's departmental file. The student and the advisor should both keep a record of all exceptions granted. Because of this it is crucial to submit the DPPF to the Graduate Committee before the end of the second semester. **The Doctoral Qualifying Examination:** For the Doctoral Qualifying Examination in TAS or HME, each student will prepare one topic in each of the two minor theological areas, from the list of possible topics available on the department website. For the TAs portion of the examination the student, in consultation with his/her DQE committee and the faculty member from the allied discipline, will develop topics according to three criteria:

Criterion one: Topics that test the student's competence in the allied discipline. These topics would be developed by the faculty person in the allied discipline in conjunction with the student and the chair of the student's DQE committee.

Criterion two: Topics that test the student's competence in their major theological area. These topics are to be chosen from the list of topics on the DQE topics list.

Criterion three: Comparative topics that deal with the interrelationship between theology and the allied discipline concerning such issues as methodologies, major figures, major problems which cross the disciplinary boundaries. These topics would be developed by the faculty person in the students' major theological discipline who is working with the student on the interdisciplinary questions.

Students ordinarily will develop one topic for each of the criterion above. The TAS topics, along with topics for the minor areas, will be approved by the Graduate Committee.

The DQE board of a TAS or HME student is composed of two members in the student's primary area of theological specialization – one of whom ordinarily will work with the student specifically on the interdisciplinary interface between theology and the allied discipline, one member of the allied department in which work is being done, and one member in each of the minor areas.

***The Dissertation:*** TAS or HME 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. Students will be billed on a quarterly basis for files that are sent.

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 Chair 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 from the initial registration in the M.A. Program.

All work for doctoral degree, including the final examination, must be completed within six years from the initial registration in the Ph.D. program.

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](http://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 by the Graduate School, 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 Chair of the Department, who may thereupon direct the Chair 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 Chair 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 Chair 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 POLICIES AND PROCEDURES

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.

## FORMS

All forms are available on the departmental website, the Graduate School's website, or from the Assistant to the Chair. All forms should be typed or neatly printed. 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 for faculty to set up a file folder on student advisees in order to work efficiently with student records, etc.

## DEPARTMENT CALENDAR (2011-2012)

<b>AUGUST</b>	15 Ph.D. Diagnostic Exam 24 Department of Theology new student orientation 25 Graduate School's new student orientation 26 New student picnic (Department) 29 Late registration begins 29 Fall semester classes begin
<b>SEPTEMBER</b>	5 Labor Day holiday 6 Late registration ends (midnight) 17-19 Lonergan on the Edge
<b>OCTOBER</b>	5 Applications for December graduation due in the Graduate School 7 Deadline for submission of work for removal of I, IX, and X grades from Spring 2011 20-23 Midterm break (undergraduate classes excused) 27-28 Lonergan Colloquium
<b>NOVEMBER</b>	7 M.A. Comprehensive Exam (2 <sup>nd</sup> /final attempt for Ph.D.Diagnostic Exam) 15 Last day for public defense of dissertation 21 Final day to submit thesis, professional project, or essay to Graduate School 23-27 Thanksgiving Holiday
<b>DECEMBER</b>	7 Final day to submit dissertation to Graduate School 18 Mid-year graduation ceremonies 20 Department Meeting to review student progress 29 End of fall term diploma date
<b>JANUARY</b>	4 End of Fall term diplomas available for pickup at MU Central or mailing from Registrar 16 Martin Luther King holiday 17 Spring classes begin/Late registration begins 24 Late registration ends (midnight)
<b>FEBRUARY</b>	1 Applications for May graduation due in the Graduate School 17 Deadline to submit work to instructors for I grade earned at the end of Fall, 2011 18 Deadline to submit work for removal of Fall incompletes
<b>MARCH</b>	4 <b>Pere Marquette Lecture</b> , Dr. Michael J. Naughton, "The Logic of Gift as the Basis of the Business Enterprise: An Interdisciplinary Exploration of Caritas in veritate and its Implications for Business Theory and Practice," 2:00 p.m., Eckstein Hall 11-18 Spring Break
<b>APRIL</b>	2 M.A. Comprehensive Exam 2 Deadline to apply for summer graduation 5-8 Easter Holiday 11 Last day for public defense of graduation 18 Final day to submit thesis, professional project, or essay to the Graduate School
<b>MAY</b>	4 Final day to submit dissertation to the Graduate School 15 Department Meeting to review student progress 19-20 Baccalaureate and Commencement 20 End of spring term diploma date

## **GRADUATE SCHOOL CALENDAR (2011-2012)**

Available in the Graduate *Bulletin*.

# FACULTY ROSTER 2011-2012

## **DISTINGUISHED PROFESSOR**

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

Dr. Patrick W. Carey  
(William J. Kelly, S.J. Chair in Theology )

## **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, SCL  
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. Thomas Hughson, SJ (*Emeritus*)  
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. Irfan Omar  
Dr. Andrei Orlov  
Dr. Sharon Pace  
Dr. John J. Schmitt (*Emeritus*)  
Dr. Jame Schaefer  
Dr. Wanda Zemler-Cizewski

## **VISITING PROFESSOR**

Dr. Markus Wriedt

## **ASSISTANT PROFESSOR**

Dr. Joshua Burns  
Dr. Ulrich Lehner  
Dr. Rodrigo Morales  
Dr. Danielle Nussberger

<b>ADJUNCT INSTRUCTORS</b>		<b>TEACHING FELLOWS</b>
Rev. Thomas Anderson, SJ	Mr. Jeremy Blackwood	Mr. David Horstkoetter (Spring)
Dr. Terrence Crowe	Mr. Abraham Fisher	Mr. Christopher Spotts (Spring)
Dr. Thomas Harrington	Mr. David Horstkoetter	Rev. Vasilije Vranic
Mr. Alexander Huggard	Ms. Helga Kisler	
Dr. James Kroemer	Dr. Jackson Lashier	
Mr. Daniel Lloyd	Ms. Sarah Martin	<b>DISSERTATION FELLOWS</b>
Mr. Jonathan Morgan	Dr. William Oliverio	Mr. Andy Alexis-Baker (Spring)
Mr. Christopher Samuel	Mr. Christopher Spotts	Mr. Thomas Bridges
Mr. Lee Sytma	Mr. Mark Trump	Mr. Mark Jennings (Fall)
Mr. John Volk	Dr. John Zemler	Mr. Brian Sigmon

## DEPARTMENTAL RESPONSIBILITIES

**Chair of the Department:** 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 Chair in matters relating to graduate students; advisory to the Chair 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.

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

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

**Departmental Graduate Committee:** advisory to the Chair 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 Chair in matters of the M.A. Proficiency Examinations.

**Departmental Undergraduate Committee:** advisory to the Chair 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 Chair.

**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 Chair in matters of TAS policies and procedures; advising Chair 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.

# DEPARTMENT OF THEOLOGY COMMITTEE

## ASSIGNMENTS (2011-2012)

**CHAIRPERSON:** Dr. Susan Wood, SCL

**ASSISTANT CHAIRPERSON, COURSE SCHEDULING:** Dr. Deirdre Dempsey

**DIRECTOR OF GRADUATE STUDENTS:** Dr. Julian Hills (Fall) / Rev. Joseph Mueller, SJ (Spring)

**DIRECTOR OF UNDERGRADUATE STUDIES:** Dr. Mickey Mattox

### **LIBRARY COORDINATOR**

Dr. Wanda Zemler-Cizewski

### **DIRECTOR OF MACD PROGRAM**

Dr. Patrick Carey

### **ADVISORY COMMITTEE**

Dr. Ralph Del Colle

Dr. Robert Masson

Dr. Mickey Mattox

Dr. Danielle Nussberger

### **ASSESSMENT COMMITTEE**

Dr. Deirdre Dempsey, Chair

Dr. Danielle Nussberger

### **FACULTY MEETING MINUTES**

Dr. Jame Schaefer

### **GRADUATE ADMISSION AND FINANCIAL AID**

Dr. Julian Hills, Chair (Fall)

Rev. Joseph Mueller, Chair (Spring)

Dr. Michel Barnes

Dr. D. Stephen Long (Fall)

Dr. Andrei Orlov

### **MA EXAMINATION COMMITTEE**

Dr. Ralph Del Colle, Chair (Systematics)

Dr. Sharon Pace (OT)

Rev. William Kurz, SJ (NT)

Rev. Alexander Golitzin (Hist I)

Rev. David Schultenover, SJ (Hist II)

Dr. Therese Lysaught (Ethics/Fall)

Dr. Daniel Maguire (Ethics/Spring)

### **RESEARCH COMMITTEE**

Rev. Robert Doran, SJ

Rev. William Kurz, SJ

Rev. David Schultenover, SJ

### **UNDERGRADUATE COMMITTEE (Also staffs College Admission/Recruiting events representing department)**

Dr. Mickey Mattox, Chair

Dr. Joshua Burns

### **DIRECTOR OF THEO 1001**

Dr. Julian Hills

### **LANGUAGE LIAISON**

Dr. Ulrich Lehner

### **AREA CONVENORS**

Dr. Patrick Carey – Historical

Rev. William Kurz, SJ – Biblical

Rev. Robert Doran, SJ – Sys/Ethics

### **DEPARTMENT ANNIVERSARY COMMITTEE**

Dr. Patrick Carey, Chair

Rev. Robert Doran, SJ

Dr. Susan Wood, SCL

### **GRADUATE COMMITTEE**

Dr. Robert Masson, Chair

Rev. Alexander Golitzin

Dr. Julian Hills (Fall)

Rev. Joseph Mueller, SJ (Spring)

Rev. William Kurz, SJ

### **PERE MARQUETTE LECTURE COMMITTEE**

Dr. D. Stephen Long, Chair

Rev. Robert Doran, SJ (Editor)

Dr. Joshua Burns

Dr. D. Lyle Dabney

### **SOCIAL COMMITTEE**

Dr. Michel Barnes, Organizer

Dr. Joshua Burns

### **THEOTOKOS LECTURE COMMITTEE**

Dr. Jame Schaefer, Chair

Rev. Bryan Massingale (Fall)

Rev. John Laurance, SJ (Spring)

Dr. Ulrich Lehner

Dr. Sharon Pace

### **SABBATICAL/LEAVE OF ABSENCE**

Dr. Michael Duffey (Sabbatical, Fall)

Rev. John Laurance, SJ (LOA, Fall)

Dr. Daniel Maguire (Sabbatical, Fall)

Dr. Rodrigo Morales (LOA, Year)

Dr. Irfan Omar (Sabbatical, Spring)

Dr. Mark Johnson (Sabbatical, Spring)

Dr. Therese Lysaught (LOA, Spring)

Rev. Bryan Massingale (Sabbatical, Spring)

Rev. Joseph Mueller, SJ (Sabbatical, Fall)