POLICIES AND PROCEDURES
Graduate Program Information

2013-2014
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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 (General Test only) sent directly by the testing agency to Marquette Graduate School.
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. (For doctoral applicants only) an academic writing sample of not more than 20 pages.
8. (For those coming without any undergraduate degree 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).
9. (For international applicants only) a TOEFL score or other acceptable proof of English proficiency.

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.

STUDENT ADMISSION STATUS

Degree Status
A student is a degree student if accepted in a program leading to a master’s or doctoral degree. Such students are eligible for tuition scholarships, graduate assistantships, and fellowships, as available.

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 by a non-degree student will later count toward a degree if the student is admitted to a degree program.

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 terms.

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 15th or two weeks from notification in which to accept or decline the award. Assistantships offered to incoming students ordinarily are renewed for their second and third years in the program if academic progress is satisfactory, though renewal is never automatic. The Department does not make the same guarantee to students who do not receive an assistantship in their first year but who receive one in a subsequent year. 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 the following: 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 15th 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, a statement of purpose, all transcripts, an academic writing sample, statement of language proficiency, and at least three letters of recommendation.

In order for continuing students holding assistantships to renew them, they 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 fellowships offered by the Graduate School on a competitive basis to applicants from several departments at the University 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. 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 other 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. These fellowships are awarded by February 15.

**Tuition Scholarships**
A limited number of tuition scholarships are awarded each year from 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 for continuing students 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 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 by 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 as soon as possible.

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

A student who fails to meet the satisfactory academic progress (SAP) standards after the spring evaluation is by that fact ineligible to receive financial aid for future terms. The student cannot enter a “warning” status and receive aid for the subsequent fall term. A student who fails to meet SAP standards has the option to appeal. See the Graduate Bulletin (http://bulletin.marquette.edu/grad/financialaid/) for appeal procedures and requirements. When a student has returned to making satisfactory progress as outlined above after a particular term at Marquette at his/her own expense, the student must provide the Office of Student Financial Aid with a final grade report. The student will then be reinstated to a status of eligibility for financial aid.

**GENERAL POLICIES AND PROCEDURES**

**FACULTY ADVISOR**

The Director of Graduate Students serves as the advisor for all new M.A. and Ph.D. students, until another advisor is assigned to them before the end of the first semester of coursework. Patrick Carey, Ph.D., currently serves as the advisor for the M.A.C.D. program. The student should feel free to communicate with the Director of Graduate Students prior to beginning coursework. Students must have their initial class schedule form 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 coursework. The student himself/herself is primarily responsible for fulfilling all degree requirements and meeting all deadlines. The faculty advisor must sign the student’s class schedule form each semester before the student can obtain his/her registration permission 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 fewer 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 him/her 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 independent study courses (THEO 6995 or 8995) 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 independent study 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 independent study 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 by prior arrangement with the student and only if the instructor is convinced that solid academic or personal reasons justify this procedure in each case. The student’s performance in the course must merit this exception otherwise, the instructor will assign either a grade of F, or a passing grade that reflects both the quality of the work completed and the significance of the work which has not been completed. ‘I’ grades become ‘PI’ (permanent incomplete) grades 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 or extended by the deadline specified by the Graduate School. Specific deadline dates appear in the Graduate School Bulletin and in the on-line Academic Calendar. To request an extension of an ‘I’ grade, the student must use the proper form mentioned in the Graduate School Bulletin.

**STYLE MANUAL**

The Department has adopted *The Chicago Manual of Style, 16th* Edition, available from our library digitally at: [http://www.chicagomanualofstyle.org/16/contents.html](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 5.221-5.230 of *The Chicago Manual of Style*. Students may also consult Miller and Swift, *The Handbook of Nonsexist Writing*, 2nd 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 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 online for the next graduation before the appropriate deadline stated in the Academic Calendar.
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: Judaism and Christianity in antiquity, historical theology, and systematic or ethics. 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 Judaism and Christianity in antiquity 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 or ethics 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?
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). The student is assumed to be in Plan B unless a formal request to transfer to Plan A is approved by the Department chairperson and the Graduate School.

AREA OF CONCENTRATION

In consultation with his/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 - Judaism and Christianity in antiquity, historical theology, or systematics/ethics. 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 advisor 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 core introductory courses as a prerequisite for a corresponding elective course in that area.

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
   - 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

   The Director of Graduate Students (DGS) has the authority to approve graduate students enrolling in 5000 level courses on a case-by-case basis. This is an internal practice that allows for flexibility when a compelling case is presented without at all regularizing what is clearly an usual event.

B. **Electives**: In consultation with his/her advisor, and not later than the end of the first year of study, each student will choose an area of special concentration (Judaism and Christianity in antiquity, historical theology, or systematics/ethics). A student in Plan A must complete three credit hours of elective course work in each of the areas not chosen for specialization and six credit hours of work on a research project in the area of specialization. A student in Plan B must complete six credit hours of elective course work in the area of specialization and three credit hours in each of the other two areas.
M.A. Project

Within the area of concentration, the student will develop an M.A. project designed to suit his/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 the student’s field of study, demonstrate his/her acquired knowledge of the topic, utilize principles of sound and ethical scholarship, and be written clearly, informatively, and persuasively in support of his/her 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 an *M.A. Project Proposal Form* (MAPPF) to the Graduate Committee specifying the project option chosen. The form will be signed by the faculty member who agrees to supervise and evaluate this project, and also 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. An electronic copy of the completed master’s thesis must be submitted online, on or before the deadline listed in the Academic Calendar. Although the student retains ownership and copyright privileges, a copy of the approved thesis will be considered a public document by Marquette University.

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 certified 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 site.)

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 the 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. But Plan B students should be aware that one of the advanced courses in their area of concentration must be such as to allow them to elaborate their M.A. Project from the work done in that course. Language courses frequently do not assign papers susceptible to being expanded into an M.A. Project paper.

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. For an explanation of what residency is, see the Residency Requirement paragraph in the Ph.D. Program section below.
TRANSFER OF CREDIT
An M.A. student wishing to include in his/her program courses taken at another institution or in another program at Marquette 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 all other requirements for the degree have been completed, the student takes a written comprehensive M.A. Proficiency Examination. The M.A. Proficiency Examination Committee administers this exam 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 major theological disciplines: JCA, historical theology, systematics/ethics.

3. The M.A. Proficiency Examination is in three parts (each with two subdivisions), corresponding to the 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 its 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, 12 more hours of dissertation credits, fulfilling the departmental language requirement, passing a qualifying examination, and successfully defending a completed and submitted 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 36 hours in the area of concentration and approximately 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 doctoral 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. Students who specialize in Old Testament/Hebrew Bible studies must pass examinations in Hebrew 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.

**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. Those studying within non-Western theological traditions must pass a competency examination in Greek or another ancient language recognized as essential to the student’s research.

**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). Students in the healthcare mission and ethics track are required to pass competency examinations in Latin and a modern language (normally German or French; another language essential for the student's research may be substituted for one of these two in consultation with the student's adviser).

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 Foreign Languages and Literatures 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. 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. Students should check availability of the Foreign Languages and Literatures Department’s courses in French, German, and Latin 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.

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 Theology Department 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 Theology 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. Since Fall 2009, students have had to
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.

When to Have Competency in Languages Certified
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.
Students with a master’s degree from an institution other than Marquette are urged to pass their first foreign language
examination before course work begins and must do so by the end of their first year in the program. Students must pass both
German and French or other accepted modern language by the end of their second year in the program.

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 receives an
“unsatisfactory” on a part or the whole of the exam, he or she then has two options: either (1) to take 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 receives an “unsatisfactory” on the exam or portions of the exam a second time, he/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 major theological disciplines: JCA, historical theology, systematics/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. After that 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 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 site.

5. Passing each examination area enables students to register for classes beyond the M.A. core courses in the respective disciplines. Receiving an “unsatisfactory” 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 an “unsatisfactory” grade.

6. Students who must take a certain area’s M.A. core course, because they did not pass the corresponding 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 fewer 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 him/her 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 master’s 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. Typically, the student asks to have transferred 18 credits of master’s level courses in his or her area of specialization and 6 credits of master’s level courses in each of two other major disciplines of theology. A student should take at least 18 hours of course work at the Ph.D. level in the area of concentration at Marquette and typically 6 hours each at the Ph.D. level in two other major disciplines of the Department at Marquette.

DOCTORAL PROGRAM PLANNING FORM (DPPF)
A Ph.D. student must submit to the Graduate Committee this form in consultation with his or her faculty advisor before the end of the second semester of course work. Students and advisors should meet at least once each semester. One copy of the DPPF 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 (a form available on the Department website), as well as the date(s) when the course(s) will be taken.

The approved 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 site 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 Departmental Chair, the Chair of the examination board informs members of the board about the day on which the DQE questions are due to the Chair of the examination board and to the Assistant to the Departmental 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 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 examination 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 examination board with a written evaluation of the student’s performance in both the written and the oral parts of the examination. The Chair of the examination board 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 of the examination board.

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 is Chairs of the examination 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 member of our faculty with the necessary competence and interest to act as director. 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 prospective 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 his/her 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 he/she is 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 Assistant Director for Student Records. 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 site.

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 or 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 provided by the student. 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. (The dissertation director may also ask the student to provide a copy of the dissertation for his/her personal library.)

**THEOLOGY AND SOCIETY (TAS)**

In addition to the other areas of concentration within the Theology Department (JCA, historical theology, systematics/ethics), 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 interdisciplinary and may be advertised as such.
Because this concentration is sponsored by the Theology Department alone, the Theology and Society option is a theological specialization with interdisciplinary features, not an interdepartmental program. This option is designed to bring theology into fruitful discourse and collaboration with other disciplines which treat the scientific, cultural, and value questions of human persons living in society. These disciplines include, among others, law, education, English, history, philosophy, and psychology.

Since Fall 2011, doctoral students have been allowed to 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 concentration 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 interdisciplinary 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 (Judaism and Christianity in antiquity, historical theology, systematics/ethics) selected around the TAS theme and at least 9 credit hours in each of two other disciplines of theology (at least 18 total). Students take 12 hours in one or more related human sciences (currently, among others, education, English, history, philosophy, psychology, law, healthcare ethics, and health policy). 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.

**MA Proficiency Examination:** TAS students are required to pass all sections of this 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**: Students in the Theology and Society track have no additional language requirements beyond the 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 adviser). Students in the healthcare mission and ethics track are required to pass competency examinations in Latin and one other modern language (normally German or French; another language essential for the student’s research may be substituted for one of these two in consultation with the student’s adviser).

**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 faculty 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 of the Department for approval. The Chair signs any approved exceptions and includes them in the student’s departmental file. The student and the faculty advisor should both keep a record of all exceptions granted. It is therefore crucial to submit the DPPF to the Graduate Committee before the end of the second semester.

**The Doctoral Qualifying Examination**: Each TAS or HME student will prepare one topic in each of the two minor theological areas, from the list of possible topics available on the Department website. In addition, 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 examination board.

- **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 should 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 criteria above, in addition to the two topics from their minor areas in theology. The TAS topics, along with topics for the minor areas, will be approved by the Graduate Committee.

The examination 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 interdisciplinary 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 (resume) 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 faculty 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 a student to see all evaluations/recommendations written on his/her behalf unless he/she signs a statement waiving his/her right of access. All candidates holding a master’s or doctoral degree, or who are working toward this, may set up a credential file.*

Some students have had a good experience with one or another on-line credential service, for example, Interfolio. Such companies provide an alternative to the Department’s credential file service.

**Information Available at the Career Services Center.** A nationwide 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. Students should indicate they 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 Studies of their availability and interests. These two are sometimes asked to submit names of suitable candidates, and last-minute openings often come to their attention. Other faculty may also inform students 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 of the date of admission to degree status, or of the date of admission to non-degree or temporary status in the Theology M.A. program or closely-related program.

All work for doctoral degree must be completed within eight years of the date of admission to degree status, or of the date of admission to non-degree or temporary status in the Department’s Ph.D. program or closely-related program.

Students who are unable to complete their degree within the time limit may petition the Graduate School for an extension. Request for Extension of Time forms are available online at http://www.marquette.edu/grad/forms_index.shtml. 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 toward completion of the degree. If the extension is denied, the student is terminated from the graduate program at the end of the term during which the time limit will expire.

**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 on 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 filed 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 and the Graduate School’s website. All forms should be typed or neatly printed. Students and faculty who have further questions or wish additional assistance with the forms and processes mentioned in this present document, 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 (2013-2014)

### AUGUST
- 19 Ph.D. Diagnostic Exam
- 21 Department of Theology new student orientation
- 22 Graduate School’s new student orientation
- TBA New student picnic (Department)
- 26 Late registration begins
- 26 Fall semester classes begin

### SEPTEMBER
- 2 Labor Day holiday
- 3 Late registration ends (midnight)

### OCTOBER
- 4 Applications for December graduation due in the Graduate School
- 4 Deadline for submission of work for removal of I, IX, and X grades from Spring 2011

### NOVEMBER
- 4 M.A. Comprehensive Exam (2nd/final attempt for Ph.D. Diagnostic Exam)
- 12 Last day for public defense of dissertation
- 18 Final day to submit thesis, professional project, or essay to Graduate School
- 27-Dec 1 Thanksgiving Holiday

### DECEMBER
- 4 Final day to submit dissertation to Graduate School
- 15 Mid-year graduation ceremonies
- 17 Department Meeting to review student progress

### JANUARY
- 8 End of fall term diploma date
- 10 End of Fall term diplomas available for pickup at MU Central or mailing from Registrar
- 13 Spring classes begin/Late registration begins
- 20 Martin Luther King holiday
- 21 Late registration ends (midnight)
- 31 Applications for May graduation due in the Graduate School

### FEBRUARY
- 14 Deadline to submit work to instructors for I grade earned at the end of Fall, 2012

### MARCH
- 9-16 Spring Break
- 17 Deadline to apply for August graduation

### APRIL
- 7 M.A. Comprehensive Exam
- 9 Last day for public defense for May graduation
- 16 Final day to submit thesis, professional project, or essay to the Graduate School

### MAY
- 9 Final day to submit dissertation to the Graduate School
- 13 Department Meeting to review student progress
- 17-18 Baccalaureate and Commencement
- 18 End of spring term diploma date

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**GRADUATE SCHOOL CALENDAR (2013-2014)**

A complete calendar is available in the Graduate *Bulletin.*
FACULTY ROSTER 2013-2014

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
Bishop Alexander Golitzin (Emeritus)
Rev. William Kurz, S.J.
Dr. D. Stephen Long
Dr. Daniel C. Maguire
Rev. Bryan Massingale
Dr. Andrei Orlov
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. 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. Ulrich Lehner
Dr. Robert L. Masson
Dr. Mickey Mattox
Rev. Joseph Mueller, S.J.
Dr. Irfan Omar
Dr. Sharon Pace
Dr. Marcus Plested
Dr. John J. Schmitt (Emeritus)
Dr. Jame Schaefer
Dr. Wanda Zemler-Czewski

ASSISTANT PROFESSOR
Dr. Joshua Burns
Dr. Danielle Nussberger
Rev. Joseph Ogbonnaya
Dr. Jeanne-Nicole Saint-Laurent
Rev. John Thiede, S.J.

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<tr>
<th>ADJUNCT INSTRUCTORS</th>
<th>TEACHING FELLOWS</th>
<th>DISSERTATION FELLOWS</th>
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<tr>
<td>Rev. Thomas Anderson, SJ</td>
<td>Mr. Andrew Kuzma</td>
<td>Jacob Shatzer</td>
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<tr>
<td>Dr. Jeremy Blackwood</td>
<td>Mr. Duane Loynes</td>
<td>Eric Vanden Eykel</td>
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<tr>
<td>Mr. Christopher Brenna</td>
<td>Rev. Edward Mathie, SJ</td>
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<td>Mr. Mark Chapman</td>
<td>Dr. Susan Mountin</td>
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<td>Dr. Terrence Crowe</td>
<td>Dr. William Oliverio</td>
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<tr>
<td>Dr. Abraham Fisher</td>
<td>Dr. Jason Roberts</td>
<td>Richard Barry</td>
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<td>Mr. Raymond Foyer</td>
<td>Mr. Christopher Samuel</td>
<td>Darren Henson</td>
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<td>Dr. Michael Harris</td>
<td>Dr. Brian Sigmon</td>
<td>Andy Alexis-Baker (Fall)</td>
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<tr>
<td>Mr. Alexander Huggard</td>
<td>Dr. Christopher Spotts</td>
<td>Raymond Foyer (Spring)</td>
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<td>Ms. Helga Kisler</td>
<td>Mr. Lee Sytsma</td>
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<td></td>
<td>Mr. Nathan Willowby</td>
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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.

Language Liaison: certifies the attainment of the requisite competence of graduate students in all languages required by their respective programs; interprets the Department’s rules on competence in languages for graduate students.

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.

GAFAC Subcommittee MA Admission/Financial Aid: Advisory to the Graduate Admission and Financial Aid Committee regarding admission to the MA program; review applications for admission and financial aid for the MA program and submit recommendations to GAFAC.

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).

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 2013-2014

Chairperson: Dr. Susan K. Wood, SCL
Assistant Chairperson, Course Scheduling: Dr. Irfan Omar
Director of Graduate Students: Rev. Joseph Mueller, SJ
Director of Undergraduate Studies: Dr. Deirdre Dempsey

LIBRARY COORDINATOR
Dr. Wanda Zemler-Cizewski

DIRECTOR OF MACD PROGRAM
Dr. Patrick Carey

ADVISORY COMMITTEE
Dr. Deirdre Dempsey
Dr. Robert Masson
Dr. Andrei Orlov
Rev. David Schultenover, SJ

DIRECTOR OF THEO 1001
Dr. Julian Hills

LANGUAGE LIAISON
Rev. Joseph Ogbonnaya (Fall)
Dr. Joshua Burns (Spring)

AREA CONVENORS
Dr. Patrick Carey – Historical
Rev. William Kurz, SJ – JCA
Rev. Robert Doran, SJ – Sys/Ethics

ASSESSMENT COMMITTEE
Dr. Irfan Omar
Dr. Danielle Nussberger

GRADUATE COMMITTEE
Dr. Mickey Mattox, Chair
Dr. D. Stephen Long
Rev. Joseph Mueller, SJ
Dr. Andrei Orlov

FACULTY MEETING MINUTES
Rev. John Laurance, SJ

SOCIAL COMMITTEE
Dr. Michel Barnes, Organizer
Rev. Joseph Ogbonnaya
Dr. Jeanne-Nicole Saint Laurent (Fall)

GRAD ADMISSION & FINANCIAL AID
Rev. Joseph Mueller, SJ, Chair
Rev. William Kurz, SJ
Dr. Marcus Plested
Dr. Robert Masson
Rev. Bryan Massingale

PERE MARQUETTE LECTURE COMMITTEE
Rev. John Thiede, SJ, Chair
Dr. D. Stephen Long
Rev. Robert Doran, SJ (Editor)
Dr. Michel Barnes

DIRECTOR OF MACD PROGRAM
Dr. Patrick Carey

GAFAC SUBCOMM MA ADMISSION/FIN AID
Rev. John Laurance, SJ
Dr. Danielle Nussberger

SOCIAL COMMITTEE
Dr. Michel Barnes, Organizer
Rev. Joseph Ogbonnaya
Dr. Jeanne-Nicole Saint Laurent (Fall)

MA EXAMINATION COMMITTEE
Dr. Daniel Maguire Chair (Ethics)
Dr. Joshua Burns (OT) Spring
Dr. Sharon Pace (OT) Fall
Dr. Julian Hills (NT) Fall
Dr. Andrei Orlov (NT) Spring
Dr. Michel Barnes (Hist 1)
Rev. David Schultenover, SJ (Hist 2)
Dr. D. Lyle Dabney (Sys)

THEOTOKOS LECTURE COMMITTEE
Dr. Jame Schaefer, Chair
Dr. Mark Johnson
Rev. John Laurance, SJ

MA Examination Committee
Dr. Deirdre Dempsey, Chair
Rev. Joseph Ogbonnaya
Dr. Michael Duffey

RESEARCH COMMITTEE
Rev. Robert Doran, SJ
Dr. Patrick Carey
Rev. David Schultenover, SJ

UNDERGRADUATE COMMITTEE (Also staff College Admission/Recruiting events for department)
Dr. Deirdre Dempsey, Chair
Rev. Joseph Ogbonnaya
Dr. Michael Duffey

PARTICIPATING IN CORE ASSESSMENT:
Dr. Susan Wood, SCL, Director
Dr. Irfan Omar
Dr. Danielle Nussberger
Dr. Wanda Zemler-Cizewski
Dr. D. Lyle Dabney
Rev. Joseph Ogbonnaya
Dr. Joshua Burns (Spring)
Dr. Jeanne-Nicole Saint Laurent (Fall)
Dr. Michael Duffey
Dr. Sharon Pace (Fall)
Dr. Julian Hills

SABBATICAL/LEAVE OF ABSENCE
Dr. Ulrich Lehner (Sabbatical, year)
Dr. Joshua Burns (LOA, Fall)
Dr. Jeanne-Nicole Saint Laurent (Research leave, Spring)

Rev. Philip Rossi, SJ (Sabbatical, year)
Dr. Sharon Pace (Sabbatical, Spring)