

POLICIES & PROCEDURES 2018—2019

INFORMATION FOR GRADUATE STUDENTS AND FACULTY MEMBERS



MARQUETTE
UNIVERSITY

Theology

Contents

1	Admission, Financial Aid, and Academic Eligibility.....	4
1.1	Admission Requirements	4
1.2	Admission Status	4
1.2.1	Degree Status.....	4
1.2.2	Non-Degree Status.....	5
1.2.3	Temporary Admission Status	5
1.2.4	Visiting Scholar Status.....	5
1.3	Financial Aid	5
1.3.1	Five-Year Funding Packages.....	5
1.3.2	Assistantships.....	5
1.3.3	Fellowships.....	6
1.3.4	Tuition Scholarships	7
1.3.4.1	Restrictions	7
1.3.5	Travel Funds	7
1.4	Satisfactory Academic Progress	8
2	General Academic Policies and Procedures	9
2.1	Faculty Advisor	9
2.2	Course Load Limitations.....	9
2.3	Independent Study Courses	9
2.4	Continuous Enrollment Courses.....	10
2.4.1	Restrictions	11
2.5	Grading Deadlines	11
2.6	Incomplete Coursework.....	11
2.7	Appeal Procedure.....	11
2.8	Duration of Enrollment Eligibility.....	12
2.9	Graduation	12
2.10	Forms and Related Correspondence.....	13
2.11	Style Guidelines.....	13
2.12	Online Learning Etiquette	13
2.13	Compliance.....	14
3	Master of Arts in Christian Doctrine (M.A.C.D.).....	15
3.1	Program Description	15
3.2	Curricular Requirements	15
3.2.1	Core Courses	15
3.2.2	Electives	15
3.2.3	Comprehensive Paper.....	15
4	Master of Arts in Theology (M.A.).....	17
4.1	Program Description	17
4.2	Area of Concentration.....	17
4.3	Master’s Program Planning Form	17
4.4	Curricular Requirements	17
4.4.1	Core Courses	17

4.4.2	Electives	18
4.4.3	Language Requirement.....	18
4.4.4	Final Project	19
4.4.4.1	Plan A: Master’s Thesis.....	19
4.4.4.2	Plan B: Master’s Essay	20
4.4.5	Comprehensive Examination	20
4.4.6	Residency Requirement.....	21
4.5	Transfer of Credit	21
5	Doctor of Philosophy in Religious Studies (Ph.D.).....	22
5.1	Program Description	22
5.2	Area of Concentration.....	22
5.3	Doctoral Program Planning Form.....	22
5.4	Curricular Requirements	22
5.4.1	Coursework and Area Distribution	22
5.4.2	Dissertation Research Credits.....	23
5.4.3	Language Requirements	23
5.4.3.1	Area Requirements.....	23
5.4.3.2	Coursework.....	24
5.4.3.3	Certification of Prior Coursework.....	25
5.4.3.4	Graduate Reading Examinations	26
5.4.3.5	Recommended Schedule for Certification of Language Proficiency.....	26
5.4.4	Residency Requirement.....	26
5.4.5	Doctoral Qualifying Examination	27
5.4.5.1	Procedural Summary	28
5.4.6	Doctoral Dissertation	29
5.4.6.1	Doctoral Dissertation Outline.....	29
5.4.6.2	Writing the Dissertation	31
5.4.6.3	Dissertation Defense	31
5.5	Transfer of Credit	33
5.6	Interdisciplinary Concentrations.....	33
5.6.1	Doctoral Program Planning Form	34
5.6.2	Curricular Requirements.....	34
5.6.2.1	Coursework and Area Distribution	34
5.6.2.2	Dissertation Research Credits.....	35
5.6.2.3	Language Requirements	35
5.6.2.4	Residency Requirement.....	35
5.6.2.5	Doctoral Qualifying Examination.....	36
5.6.2.6	Doctoral Dissertation.....	36
6	Guidelines for Teaching and Research Assistantships	37
6.1	Faculty Member Responsibilities	37
6.2	Graduate Assistant Responsibilities.....	38
7	Adjunct Employment.....	39
8	Office Space.....	40
9	Technology	41

9.1	Office 365	41
9.2	Email and Calendar.....	41
9.3	Printing and Scanning.....	41
10	Amendments to Policies and Procedures	42
11	Department Calendar 2018–2019.....	43
12	Faculty Roster 2018–2019.....	44
13	Administrative Roles and Committee Assignments 2018–2019.....	45
14	Responsibilities of Administrative Roles and Committees.....	47
14.1	Executive Officers.....	47
14.2	Other Officers.....	47
14.3	Committees	48

1 Admission, Financial Aid, and Academic Eligibility

1.1 Admission Requirements

All applicants must submit the following materials to the Graduate School through its [online application management system](#), or, if necessary, by courier to Marquette University Graduate School, P.O. Box 1881, Milwaukee, WI 53201-1881, USA:

- Completed online application
- Official transcripts from all postsecondary institutions attended by the applicant
- Results of the applicant's Graduate Record Examination (GRE) General Test
- Brief personal statement of purpose indicating applicant's interest in pursuing graduate studies in theology at Marquette
- Statement of language proficiency indicating applicant's record or formal coursework or private study, along with estimation of present facility in reading, writing, and speaking
- Three letters of recommendation
- \$50 processing fee
- Doctoral (Ph.D.) applicants: academic writing sample no more than twenty pages in length
- Master's applicants (M.A. or M.A.C.D.) without undergraduate degrees in theology or religion: statement listing all postsecondary experience studying theology or religion, that is, courses taken, where, and names of instructors
- International applicants: Test of English as a Foreign Language (TOEFL) score or other suitable proof of English proficiency

Applicants to the University's Trinity Fellows Program are encouraged to consult with the Department of Theology's Director of Graduate Studies to determine which materials required for one's application to that program require revision and/or supplementation for the sake of one's concomitant application to the master's program in Theology. See the Trinity Fellows Program's [website](#) for further information on its prerequisites and application process. Trinity Fellow Programs applicants are further advised to contact the Director of Graduate Studies should they plan to submit their applications after the Department's December 15th deadline for application to the M.A. program with full financial aid.

1.2 Admission Status

1.2.1 Degree Status

The student is considered a degree student if accepted into a program leading to a master's or doctoral degree. Such students are eligible for tuition scholarships, graduate assistantships, and fellowships, as available.

1.2.2 Non-Degree Status

The student who opts for this status does not work toward a degree but earns graduate credits that 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 count toward a degree should that student subsequently be admitted to a degree program.

1.2.3 Temporary Admission Status

The student who has applied to a degree program or as a non-degree student and meets the minimum admission requirement, but who has not submitted all the necessary documents may be admitted under temporary status. This admission status is valid only for one academic term. The student must apply for and be admitted as a degree or non-degree student before being allowed to register for additional terms.

1.2.4 Visiting Scholar Status

This status designates the 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 to his or her home institution.

1.3 Financial Aid

The Department makes every effort to secure financial aid for all active students who need it. The Department offers three principal types of financial aid. Students entering the doctoral program in fall of 2015 and later are awarded five-year funding, on which see section [1.3.1](#). Others are advised to avail themselves of the funding opportunities detailed in sections [1.3.2–4](#).

1.3.1 Five-Year Funding Packages

New doctoral students entering the program in fall of 2015 or later who have requested consideration for financial aid in their applications will be awarded an annual stipend of \$19,584 for five continuous years and three continuous years of tuition remission valued at eighteen credit hours annually, enough to pay for all required courses and dissertation credits. In their first three years of matriculation, doctoral students receiving five-year funding will work as teaching assistants. In their fourth year, they will work as instructors in a team offering several coordinated sections of the Department's introductory undergraduate course, THEO 1001. In their fifth year, they will teach one section of an undergraduate theology course per semester as the Department's schedule of courses demands. The continuation of his or her financial aid from year to year is conditional on the student's satisfactory academic progress, on which see section [1.4](#). Students making satisfactory progress are not required to apply to renew their aid annually.

1.3.2 Assistantships

The Department currently is authorized to recommend to the Graduate School the awarding of a limited number of teaching and/or research assistantships to qualified doctoral students each academic year. These include awards for first-year doctoral students and continuing awards. The student awarded an assistantship has until April 15th (or the fifteenth day from notification if notified after April 1st) to accept or to decline the award. If an award is declined, it will be offered

to an alternate awardee selected by the departmental Graduate Admissions and Financial Aid Committee (GAFAC). Assistantships offered to first-year doctoral students ordinarily are renewed for their second and third years in the program if their academic progress is satisfactory, although renewal is not automatic. Assignments of assistantships are made by the Director of Graduate Studies with the approval of the Department Chair. An assistantship earns its recipient nine hours of tuition credit per semester, the maximum course load for assistants, and an annual stipend of \$19,584. Any of the eighteen hours of tuition credit not used during the academic year can be used for summer term tuition or dissertation credit hours. To use tuition credits in the summer, the student must make a specific request to that effect to the Graduate School's Assistant Director for Financial Aid.

Criteria for awarding assistantships include grades, Graduate Record Examination results, letters of recommendation, experience, trustworthiness, progress in language proficiency certification, and student recruitment incentive. The deadline for assistantship applications by prospective first-year students is the December 15th admissions deadline. The applicant should indicate his or her interest in receiving financial aid in the form of an assistantship in his or her application.

The continuing student having entered the program before the fall of 2015 and holding an assistantship must renew it annually by submitting the appropriate application form to the Department of Theology and to the Graduate School indicating his or her desire for renewal. The assistantship will be considered for renewal only if GAFAC determines that the applicant is making satisfactory progress towards his or her degree. The applicant is not required to submit additional letters of recommendation.

The recipient of a teaching or research assistantship is expected to work ten to fifteen hours a week during each academic term of his or her award. For further information on the responsibilities of students serving as assistants, see section [6.2](#).

1.3.3 Fellowships

The Raynor fellowship, Schmitt Fellowship, and Smith Fellowship are offered by the Graduate School on a competitive basis to applicants from several of the University's departments. These awards are typically awarded to advanced doctoral students, that is, students who already have had the doctoral dissertation outlines approved. Detailed application procedures are announced in the fall, typically in mid-October. The Graduate School awards these fellowships following a departmental review and nomination of applicants, whose applications are then selected by an all-University review committee. Applications should be submitted to the Director of Graduate Studies, who will, in turn, submit nominated applications to the Graduate School. Letters of recommendation and departmental nominations are important for these awards, although other criteria (e.g., grades, GRE results, previous scholastic awards) also weigh heavily in the review process. University fellowship awards typically are announced by February 15th.

In addition to University fellowships, the Graduate School currently authorizes the Department to offer a limited number of dissertation and teaching fellowships each year. These fellowships typically are awarded by GAFAC on a competitive basis to advanced doctoral students having entered the program before the fall of 2015. Students should apply for these fellowships using the same form used for the renewal of an assistantship. A letter of recommendation from a

current departmental faculty member must accompany the application. The application deadline for these fellowships is announced in an email message from the Director of Graduate Studies, typically in mid-December.

1.3.4 Tuition Scholarships

The Graduate School awards a limited number of tuition scholarships each year to master's students and to doctoral students having entered the program before the fall of 2015. Criteria for these awards include grades, Graduate Record Examination results, and letters of recommendation. Awards are given at the discretion of the Department and vary from three to eighteen credit hours of tuition remission annually. Applicants must state in their applications the precise number of hours of tuition remission they wish to request. The deadline for tuition scholarship applications for continuing students typically is February 1st. Awards typically are announced in late March, although additional awards may be announced later should students initially offered awards choose to decline them. Students who wish to decline scholarship awards are urged to do so as soon as possible so that other applicants may receive consideration.

1.3.4.1 Restrictions

Students are advised that dropping a course or courses for which one was awarded a tuition scholarship will result in the student's denial of those funds. Should the student drop the course or courses by the deadline posted on the Graduate School's [academic calendar](#), he or she will relinquish all funds awarded for the aforesaid course or courses. Should the student drop the course or courses after the deadline posted on the Graduate School's [academic calendar](#), her or she will be denied funds for subsequent offerings of the course or courses dropped.

1.3.5 Travel Funds

The Department commits limited funds each fall and spring academic term to assist students traveling for the purposes of research and professional development. These funds will be issued in small awards supplementing more substantial awards granted by the Graduate School. Students in need are advised to apply for a graduate student research travel award using the form available on the Graduate School's [website](#). Should the Graduate School approve the student's application, that student may contact the Director of Graduate Studies to request supplemental funds to help defray budgeted expenses exceeding the value of the Graduate School's award. The student should present the Director of Graduate Studies with the following:

- A copy of the student's application for a graduate student research travel award, inclusive of the student's projected budget
- A copy of the communication from the Graduate School indicating its approval of the student's application and the value of the resulting award

Students are advised that the value of the Department's supplementary award will not necessarily cover all the student's budgeted expenses. The value of the award will depend on the merit of the student's request relative to other requests pending at the time of his or her request and the amount of funds available at that time. Moreover, although the Department will consider

requests for supplemental awards on a rolling basis, students are advised to attend to the Graduate School's four annual application cycles detailed on its [website](#).

1.4 Satisfactory Academic Progress

The student who fails to meet the satisfactory academic progress (SAP) standards at the time of the Graduate School's annual spring evaluation is ineligible to receive financial aid during future academic terms. Losing SAP status may also affect the student's eligibility to receive federal financial aid and/or defer repayment of federal loans. The student who fails to meet SAP standards may appeal the Graduate School's evaluation. See the [Graduate School Bulletin](#) for requirements and procedures. If the student resumes satisfactory progress following one or more academic terms financed at his or her own expense, the student must provide the Office of Student Financial Aid with a final grade report substantiating his or her improved record of performance. The student then will be reinstated to eligibility for financial aid.

2 General Academic Policies and Procedures

2.1 Faculty Advisor

The Director of Graduate Studies assigns academic advisors to all new M.A. and Ph.D. students before they begin their first term of study. The M.A.C.D. Program Director serves as the academic advisor to all students enrolled in that program. The new student pursuing the M.A. or Ph.D. degree is free to communicate with the Director of Graduate Studies prior to the assignment of his or her academic advisor. The student must have his or her initial class schedule form approved by his or her advisor should he or she require permission to register for a course or courses. Students and advisors should meet at least once each semester.

Students pursuing the M.A. or Ph.D. degree are free to change their academic advisors at any time but must inform the Director of Graduate Studies of any proposed change. The student who wishes to choose a new advisor must secure the agreement of a departmental faculty member working in his or her own area of concentration. With respect to student having advanced to the stage of working on a thesis or dissertation, the faculty member who agrees to serve as his or her thesis or dissertation director also serves as his or her advisor. The student writing a dissertation under the directorship of two faculty members is assigned one of those faculty members as his or her advisor of record.

It is the joint responsibility of the student pursuing the M.A. or Ph.D. degree and his or her advisor to plan the student's course of study and to submit a completed and departmentally approved [Master's Program Planning Form](#) (MPPF) or [Doctoral Program Planning Form](#) (DPPF) to the Graduate School. The MPPF should be submitted before the end of the student's first term of coursework. The DPPF should be submitted before the end of the student's second term of coursework. The student's advisor must approve his or her class schedule form should the student require permission to register for a course or courses. The student alone is responsible for fulfilling his or her degree requirements and meeting pertinent deadlines.

2.2 Course Load Limitations

Graduate students may not register for more than twelve credit hours, or four courses, per academic term. Graduate students holding a teaching assistantship or a research assistantship may not register for more than nine credit hours, or three courses, each academic term.

The Graduate School mandates that students receiving financial aid in the form of a fellowship, a teaching assistantship, or a research assistantship be enrolled on a full-time basis. Students earning fewer than seven credits in an academic term (that is, zero to six) and receiving financial aid in the form of a fellowship, a teaching assistantship, or a research assistantship must enroll in a full-time continuation course, specifically THEO 9974 (Graduate Fellowship), THEO 9975 (Graduate Assistant Teaching), or THEO 9976 (Graduate Assistant Research). See section [2.4](#) for instructions on how to register for one of these courses.

2.3 Independent Study Courses

Independent study courses (THEO 6995 and THEO 8995) are, in general, discouraged. Properly supervised, they impose heavy burdens on the faculty, which typically are not justifiable with

respect to their benefits toward students. Students are therefore encouraged to fulfill their course requirements through the Department's regular course offerings. Exceptions will be considered for students nearing completion of their coursework and who wish to undertake directed research on potential dissertation topics not covered in their prior coursework.

The student proposing an independent study course must complete the appropriate form, available on the Graduate School's [website](#), obtain the consent of the proposed instructor, attach a proposed course syllabus, and obtain approval from the Department Chair before submitting the form to the Graduate School.

The student proposing a graduate independent study course is advised to submit the form and its accompanying materials well in advance of the registration period of the academic term in which he or she wishes to take the course. Proposals for independent study courses often are rejected. It is to the student's strategic advantage to know whether he or she must change his or her plans for the approaching term as early as possible.

2.4 Continuous Enrollment Courses

Students possessing degree status who have completed their coursework and research credit hours but who are still working on their examinations, comprehensive papers, master's essays, theses, and/or dissertations must maintain their enrollment by registering for continuous enrollment courses each fall and spring academic term. Students who plan to graduate in August must enroll in one of these courses the preceding summer term. Students can maintain enrollment status on a full-time, half-time, or less than half-time basis. Information regarding the practical distinctions between these categories is available on the Graduate School's [website](#).

Students may register for one continuing enrollment course per academic term. Registration for more than one course per term is not necessary in any case. The student should determine which continuous enrollment course best fits his or her individual situation in consultation with his or her academic advisor. With the advisor's approval, the student must then register for that course using the appropriate form, available on the Graduate School's [website](#). The Office of the Registrar will assess the student a \$100 processing fee for each continuation course.

Continuous enrollment courses are graded on an SNC/UNC basis. A grade of SNC (satisfactory/no credit) signifies the student's satisfactory progress toward the fulfillment of his or her outstanding curricular requirement or requirements as determined by his or her advisor. A grade of UNC (unsatisfactory/no credit) signifies the student's unsatisfactory progress toward the fulfillment of his or her outstanding curricular requirement or requirements as determined by his or her advisor. It is the sole responsibility of the student to communicate with his or her advisor regarding his or her recent progress in advance of each grading period. Conversely, it is the sole prerogative of the advisor to assess whether the student's reported and/or demonstrated progress merits his or her continued enrollment from one academic term to the next. Continuation courses do not earn students credit applicable toward their degree requirements.

The student's choice of continuous enrollment course signals to the University the status it must report to the United States government for its disbursement of federal financial aid and collection of payment on federal student loans. It also signals to the Graduate School the pace at which the student plans to complete his or her course of study. Failure to register for continuous enrollment

for at any point in his or her course of study following the fulfillment of his or her coursework requirements will result in the student's discontinuation from his or her academic program. See the Graduate School's [website](#) for information on the implications of discontinuation. Fraudulent registration for continuous enrollment will cause the student to lose his or her Satisfactory Academic Progress (SAP) status, on which see section [1.4](#).

2.4.1 Restrictions

Master's students requiring thesis research credit hours and doctoral students requiring dissertation research credit hours must have completed all their required research credit hours before registering for continuous enrollment courses. The student registering for research credit hours cannot register for a continuous enrollment course concurrently. See sections [4.4.4.1](#) and [5.4.2](#) for further information on these requirements.

Students who have completed their coursework and who are receiving financial aid in the form of a fellowship, a teaching assistantship, or a research assistantship must maintain full-time enrollment status according to the terms of section [2.2](#).

2.5 Grading Deadlines

Faculty members must submit their course grades following the close of each academic term by the deadlines announced on the Office of the Registrar's [academic calendar](#). Failure to submit grades by the deadline may automatically trigger action by the Graduate School adversely affecting their students' Satisfactory Academic Progress (SAP) statuses, on which see section [1.4](#). Likewise, graduate students serving as teaching fellows or adjunct instructors must submit their course grades by the announced deadlines to avoid adversely affecting their students' SAP statuses in their respective colleges. Failure of faculty members or graduate students to submit their grades in timely fashion will create headaches for the offenders and potentially open them to retaliatory legal action by affected students. So please get those grades in on time.

2.6 Incomplete Coursework

An incomplete, or I, grade will be assigned only in view of prior arrangement between the student and his or her instructor of a given course and only if the instructor is convinced that the student is temporarily unable to complete his or her requirements for the course for legitimate reasons. The student's past record of performance in the course must merit the instructor's exception. Otherwise, the instructor will assign the student either a grade of failure, or F, or a passing grade reflecting both the quality of the work completed and the significance of the work not completed. An incomplete grade will become an F unless the instructor removes or extends the original grade by the deadline specified by the Graduate School. To request an extension of an incomplete grade, the student must submit the appropriate form to the Graduate School. Specific regulations and dates pertaining to incomplete grades appear in the [Graduate School Bulletin](#) and the Office of the Registrar's [academic calendar](#).

2.7 Appeal Procedure

Students may appeal grades and other faculty decisions perceived as adverse to their interests. The student must submit to the Department Chair a formal letter explaining the nature and

justification for his or her appeal. If the Chair finds the student's case meritorious, he or she will direct the chair of the Graduate Committee to appoint in consultation with the Committee an ad hoc review board of no fewer than three faculty members to evaluate the case. The decision of the review board will be subject to approval by the Department Chair. These procedures have been approved by the Department. The Assistant to the Chair will provide the student a more thoroughgoing description of the procedures at the student's request.

A grade appeal typically will be considered only if it is submitted prior to the Graduate School's deadline for the removal of incomplete grades, that is, approximately six weeks into the academic term following the one in which the contested grade was assigned. See the [Graduate School Bulletin](#) and the Office of the Registrar's [academic calendar](#) for further information.

2.8 Duration of Enrollment Eligibility

Students are expected to complete all requirements for their degrees in the time allotted by the Graduate School, that is, six years for master's students and eight years for doctoral students. The student's time to degree begins upon his or her admission to degree status or upon the date of his or her admission with non-degree or temporary status. The start of the student's period of enrollment eligibility is not affected by the dates of transfer credit earned at Marquette or elsewhere prior to the student's enrollment in his or her current program of study.

The student unable to complete his or her degree in the time allotted may petition the Graduate School for an extension. The required form is available on the Graduate School's [website](#). To ensure timely consideration, the form should be prepared early in the academic term in which the student's time limit is to expire and submitted to the Director of Graduate studies along with a statement explaining why the student believes an extension is warranted. The Graduate Committee will evaluate the request, seeking further clarification from the student and/or the student's advisor as needed. The Committee then will submit its recommendation to the Department Chair for submission to the Graduate School. The Committee's recommendation will accompany the form upon its submission to the Graduate School.

Should the Graduate School approve the request for an extension, the student will be notified of its expectations for progress toward completion of the degree. Should the Graduate School deny the request, the student will be dismissed from the graduate program at the end of the term during which the time limit is to expire. Further information on time limitations and extensions is available on the Graduate School's [website](#).

2.9 Graduation

All students expecting to graduate at the end of a given academic term must complete all outstanding curricular requirements and apply for graduation by the deadlines specified in the in the [Graduate School Bulletin](#) and the Office of the Registrar's [academic calendar](#). The application form is available on the Graduate School's [website](#). The student alone is responsible for meeting graduation deadlines. If, for any reason, the student fails to graduate at the time he or she intended to graduate, the student must reapply for the University's next graduation.

2.10 Forms and Related Correspondence

All academic forms required for completion by faculty members and students are available on the Department's [website](#) or the Graduate School's [website](#). All forms submitted, whether to the Department or to the Graduate School, should be filled out electronically, printed, and neatly signed. Faculty and students submitting scanned forms should attend to the same instructions. Those who require assistance filling out forms or otherwise comprehending formal procedures detailed in this document should contact the Director of Graduate Studies.

Faculty members and students may submit most forms via email, whether to the Director of Graduate Studies or the Graduate School's Assistant Director for Student Records. Forms submitted via email must be accompanied by records of all related email correspondence between the student and the signatory or signatories verifying the approval of said signatories in lieu of their actual signatures. Forms that may not be submitted via email include the following:

- Forms requiring the signatures of committees
- Requests to the Graduate School for extensions of time to complete one's degree
- Appeals of decisions by the Graduate School involving academic censure and dismissal

The Director of Graduate Studies maintains records of all forms submitted to the Department by its students and their faculty advisors. Faculty members are advised to maintain personal records of all forms submitted by their advisees to the Director of Graduate Studies as a precautionary measure and to avoid exclusive dependence on the Department's records.

2.11 Style Guidelines

The Department has adopted the style guidelines of *The Chicago Manual of Style*, 17th ed. (2017), and Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*, 8th ed. (2013), as its standard guidelines for all written assignments submitted in coursework as well as comprehensive papers, final projects, theses, and dissertations. Students working with ancient texts also may utilize *The SBL Handbook of Style for Biblical Studies and Related Disciplines*, 2nd ed. (2014). These volumes are available in print editions in the reference section at Raynor Library and/or in electronic editions through the Raynor Memorial Libraries [online catalogue](#).

It is the Department's policy that students and faculty use inclusive language when referring to human beings, especially in their written assignments, but also in classroom discussion. Students are advised to consult the [Guidelines for Gender-Fair Use of Language](#), published by the National Council of Teachers of English. For detailed style guidelines addressing bias-free language, see *The Chicago Manual of Style*, sections 5.251–260.

2.12 Online Learning Etiquette

Students completing coursework online are expected to comply with the [E-Learning Netiquette](#) protocol developed by the University's Center for Teaching and Learning. Failure to abide by its recommendations may result in the student's involuntary withdrawal from the course or courses in which he or she committed the violation. Repeated incidents of this nature will result in the student's recommendation for academic censure or dismissal from his or her program of study.

2.13 Compliance

The Department adheres to the Graduate School's academic regulations as detailed on its [website](#). The Department's faculty members therefore evaluate the compliance records of all graduate students on a routine and ongoing basis. The Department reserves the right at any time to advise the Graduate School of the student deemed not to be acting in compliance with its regulations and therefore deserving of academic censure or dismissal the university. That decision typically will reflect the student's failure to fulfill his or her obligations with respect to academic performance, academic integrity, and/or academic misconduct. The Department likewise reserves the right at any time to deny financial aid to the student who fails to comply with the policies and procedures articulated in this document.

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

3.1 Program Description

The Master of Arts in Christian Doctrine (M.A.C.D.) program is designed for individuals seeking to improve their understandings of the Christian faith and its connection to their personal and professional endeavors. Students enrolled in the program pursue their degrees through online coursework or through a combination of online and on-campus coursework.

The program requires thirty credit hours of coursework, or ten courses, half of which must be taken at the graduate level, that is, courses numbered 6110 or higher. Up to nine credit hours, or three courses, of 5000-level coursework may be applied to one's requirements. After successfully completing all of one's coursework, the student must write a comprehensive paper integrating what he or she has learned in his or her coursework and applies it to his or her personal and/or vocational goals. The M.A.C.D. program has no language requirement.

3.2 Curricular Requirements

3.2.1 Core Courses

Of the thirty total credit hours, or ten courses, of required coursework, twenty-one credit hours, or seven courses, must be from the program's core courses, that is, THEO 6110, 6120, 6210, 6220, 6320, 6321, and 6410.

3.2.2 Electives

For the nine credit hours, or three courses, of electives, the student must choose one graduate course in each of Department's three principal areas of study, that is, Judaism and Christianity in Antiquity, Historical Theology, and Systematic Theology/Theological Ethics. In certain circumstances and with the permission of the M.A.C.D. Program Director, the student may choose to take more than one 5000-level course in each of the following ranges as long as the student agrees to complete graduate-level reading and writing assignments arranged with the instructor of the course: THEO 5000–5190 (Judaism and Christianity in Antiquity), THEO 5200–5290 (Historical theology), and THEO 5300–5540 (Systematic Theology/Theological Ethics).

3.2.3 Comprehensive Paper

Each M.A.C.D. student must write a comprehensive final paper integrating what he or she has learned in the program and applying it to their personal and professional experiences. This paper should examine a specific topic of interest to the student integrating biblical, historical, and systematic/ethical knowledge. The student may choose to employ one or multiple methods of theological inquiry in constructing his or her paper. The student may choose to focus on his or her personal and/or career ambitions. For example:

- Exploring means whereby to communicate doctrines or moral values to children, adolescents, or adults in family or religious education programs
- Developing a lesson plan for teaching a doctrine or moral value
- Dealing with challenges explaining Christian doctrines in a pastoral setting or in a secular,

pluralistic cultural environment

- Proposing ways to deal with health care crises in a home or hospital setting

The student should choose one of the Department's full-time faculty members to serve as the director of his or her final paper, and to work with that faculty member to develop its topic, thesis, and outline. The paper should be at least twenty pages in length and utilize an appropriate academic style inclusive of citations. It should be an original paper, not a revision of a paper previously written for a course. Finally, the paper should feature an appropriate cover page, an example of which is available on the Department's [website](#).

Once the paper is completed and approved by the student's director, it should be submitted for evaluation by a second reader, another full-time faculty member chosen by the student. After both the director and the second reader have read and approved the paper, they will complete a formal evaluation of the work and submit it to the M.A.C.D. Program Director. The paper will be evaluated according to the following criteria:

- Does the author clearly formulate and state the topic to be addressed, identifying those aspects of scripture, Church history, and Christian doctrine to be treated?
- Does the author accurately and critically represent the historical and social contexts of the theological texts and topics he or she engages?
- Does the author specifically state personal goals, professional goals, and/or religious or theological interests to which he or she means to apply reflectively what he or she has learned in his or her course of study?
- Is the paper well-written, with clear thesis statement, a well-developed argument, appropriate topic sentences, and a clear concluding paragraph? Does it employ correct grammar, spelling, mechanics, and usage?
- Does the paper utilize appropriate style and citation of sources?

Following the paper's approval, inclusive of any and all revisions or corrections recommended by its readers, the student must submit the paper to the M.A.C.D. Program Director no later than one week prior to the deadline for the submission of graduation materials indicated on Office of the Registrar's [academic calendar](#). The M.A.C.D. Program Director will complete a graduation approval form, available on the Department's [website](#), and submit the form along with the paper to the Director of Graduate Studies, who will in turn submit it to the Graduate School.

Students are advised that they must apply for graduation several weeks prior to their intended dates of graduation, on which see section [2.9](#). The student therefore should allow his or her paper director no less than one month to evaluate his or her work and the second reader no less than two additional weeks to do the same.

4 Master of Arts in Theology (M.A.)

4.1 Program Description

The Master of Arts (M.A.) program offers a curriculum of theological study both foundational and comprehensive in nature. It is intended to meet the needs of three types of students:

- students who wish eventually to seek admission to a doctoral program in religion or theology at Marquette University or elsewhere
- students preparing for careers as high school teachers of religion or theology, as lay church workers or administrators, or in other fields for which a broad theological education is required or desired
- students seeking personal theological enrichment

Requirements of the program include the completion of thirty credit hours of coursework, or ten courses, the successful completion of a comprehensive examination, the fulfillment of a foreign language requirement, and the completion of a final project.

4.2 Area of Concentration

In consultation with his or her advisor, and not later than the end of his or her second academic term in the program, the student must choose to concentrate in one of the Department's three principal areas of study:

- Judaism and Christianity in Antiquity (JCA)
- Historical Theology (HIS)
- Systematic Theology/Theological Ethics (SYS/ETH)

The student participating in the Trinity Fellows Program may choose the Department's interdisciplinary concentration in Theology and Society (TAS).

4.3 Master's Program Planning Form

The student must complete a Master's Program Planning Form (MPPF) form in consultation with his or her academic advisor within his or her first academic term in the program. The MPPF is available on the Graduate School's [website](#). The form should be submitted to the chair of the Graduate Committee for review at one of the committee's regularly scheduled meetings. Upon its approval, the chair of the Graduate Committee will submit the form to the Director of Graduate Studies, who will in turn submit it to the Graduate School.

Once received by the Graduate School, the MPPF constitutes a contractual agreement between the student and Marquette University. Subsequent modification of information included in the MPPF requires the student's submission of a revised form following same procedure followed for its original submission.

4.4 Curricular Requirements

4.4.1 Core Courses

The student must complete six hours of coursework, or two core courses, in each of the Department's three principal areas of study, for a total of eighteen credit hours of required

coursework, or six courses. Those courses are THEO 6110, THEO 6120, THEO 6210, THEO 6220, THEO 6310, and THEO 6410.

In rare situations, the Director of Graduate Studies may allow the student to enroll in an appropriate 5000-level undergraduate course in place of a core course. Requests for such exceptions will be considered on a case-by-case basis. Allowance for such exceptions is an internal departmental practice meant to provide flexibility should the student make a compelling case as to why he or she is unable to take a core course within the time he or she needs to complete the program. The Department's willingness to consider such exceptions does not compel the Director of Graduate Studies to approve all requests of this nature.

4.4.2 Electives

The student must complete twelve credit hours of elective coursework, or four courses. Elective courses normally will consist of master's courses, that is, courses numbered in the 6000 range, and/or doctoral courses, that is, courses numbered in the 8000 range, offered by the Department of Theology. Insofar as the Department's schedule of courses permits it, the student should complete the program's core course in a given area before taking an elective course in that area. Students may count one or more elective courses offered by another department or departments at Marquette University or elsewhere toward their program requirements only upon the approval of an MPPF indicating the student's plan to do so.

The student pursuing Plan A must complete three credit hours of elective coursework, or one course, in each of the two areas not chosen for his or her concentration and six credit hours of supervised research (THEO 6999) in conjunction with a master's thesis. The student pursuing Plan B must complete six credit hours of elective coursework, or two courses, in his or her area of concentration and three credit hours, or one course, in each of the other two areas. For further information on these options, see section [4.4.4](#).

Trinity Fellows who choose the interdisciplinary concentration in Theology and Society must complete a total of six credit hours of elective coursework, or two courses, in one or more areas of his or her choosing. In other words, Trinity Fellows are exempted from the six of the twelve elective credit hours, or two of the four elective courses, required of other students. This exemption allows the student to complete all of his or her curricular requirements inclusive of the Department's coursework and the Trinity Fellows Program's three required courses without exceeding number of tuition credits provided by his or her fellowship. The Department will count up to two of those non-Theology courses toward the student's program requirements.

4.4.3 Language Requirement

The student must demonstrate proficiency in German, French, or another modern foreign language approved by the Department's Language Liaison in consultation with the student's academic advisor. The student concentrating in the Judaism and Christianity in the Antiquity area furthermore must demonstrate proficiency with either classical Hebrew or classical Greek at the intermediate level. Proficiency denotes the student's ability to utilize the language in coursework and research. The student normally will not be permitted to register for the comprehensive examination until he or she has fulfilled the language requirement or requirements.

The student receiving a tuition scholarship may apply scholarship credits toward language coursework offered by the Department of Languages, Literatures and Cultures. Credits earned in language coursework taken outside the Department of Theology will not count toward one's program requirements. In contrast, courses in classical Hebrew and classical Greek offered by the Department of Theology will count toward one's program requirements. The student may fulfill no more than six of his or her required program credits, or no more than two courses, through language courses offered by the Department of Theology.

For further information on the terms of the language requirement, see sections [5.4.3.2–5](#).

4.4.4 Final Project

The student must produce a final project suited to his or her academic, professional, and/or personal objectives. The nature and scope of the project are contingent on the student's choice of either of the two academic plans described below. The student will be assumed to pursue Plan B unless he or she opts to pursue Plan A by means of an approved MPPF indicating that choice.

4.4.4.1 Plan A: Master's Thesis

The student pursuing Plan A must produce a master's thesis approximately fifty pages in length on a theologically significant text written and/or preserved in a foreign language or languages, classical or modern, demonstrating the student's acquisition of an intermediate-level mastery of the relevant language or languages. The thesis should investigate a question, problem, or issue related to the student's area of academic concentration, demonstrate his or her knowledge of that topic, utilize principles of sound and ethical scholarship, and be written clearly, informatively, and persuasively in support of its major objective and/or argument. Evaluation of the thesis will encompass a holistic assessment of the author's critical and linguistic skills.

The student must submit a formal proposal outlining the design and content of his or her thesis to the department's Graduate Committee for review at one of the committee's regularly scheduled meetings. The required form is available on the Graduate School's [website](#). The form must be signed by a full-time departmental faculty member who has agreed to direct and assess the thesis and by a second faculty member who has agreed to serve as its second reader. Upon its approval by the Graduate Committee, the chair of the committee will submit the outline to the Director of Graduate Studies, who will in turn submit it to the Graduate School.

The student must complete six credit hours of thesis research (THEO 6999) while producing his or her thesis. The student may choose to register for all of his or her required thesis credit hours at once or to distribute them over multiple academic terms.

Following its completion, the thesis must be approved by both readers and, if necessary, revised by the student in view of the recommendations of its readers. The thesis then must be submitted to the Director of Graduate Studies, who will in turn submit it to the Graduate School. The thesis also must be submitted to ProQuest in electronic form by the deadline indicated on Office of the Registrar's [academic calendar](#). Although the student will retain copyright privileges to his or her work, Marquette University will consider the thesis a public document and make it available for public reference through the University library.

4.4.4.2 Plan B: Master's Essay

The student pursuing Plan B must produce a master's essay approximately thirty-five pages in length. The essay normally will be based on a paper originally produced as a final assignment in one of the student's elective courses and will be revised and expanded in consultation with the faculty member who taught the course. That faculty member will serve as the essay's director. The student will work with the faculty member to develop the paper for submission as his or her master's essay. Once the faculty member approves the essay, he or she will inform the Director of Graduate Studies of his or her assessment. The student then must submit a copy of the essay to the Director of Graduate Studies. The Director of Graduate Studies will appoint a second faculty member to serve as the essay's second reader. Once the second reader likewise approves the essay, he or she will inform the Director of Graduate Studies of his or her assessment.

Upon receiving the approval of the essay's second reader, the Director of the Graduate School will inform the student as to whether further revisions to the essay are in order. The student will produce a final edition of the essay and submit it to the Director of Graduate Studies, who will in turn submit it to the Graduate School.

4.4.5 Comprehensive Examination

After all other program requirements with the possible exception of the final project have been completed, the student will complete a comprehensive written examination. The Department's M.A. Examination Committee administers the examination once annually in April and, by request, in November. The April examination date is fixed on the Department's [calendar](#). The November examination will be scheduled on the date indicated on the calendar only at the express request of a student or students who wish to take the examination on that date.

The student who intends to take the examination must submit an examination application to the Director of Graduate Studies no later than one month prior to the announced date of the examination session of his or her choosing. The required form is available on the Department's [website](#). The student must prepare the application form in consultation with his or her academic advisor. Once having submitted the form, the student may not withdraw from the examination without permission from his or her advisor.

The objective of the comprehensive examination is to test the student's broad competence in each of the Department's three principal areas of study, that is, Judaism and Christianity in Antiquity, Historical Theology, and Systematic Theology/Theological Ethics. The examination comprises three parts corresponding to those areas. Each part includes six essay questions divided into two groups. The student must respond to three questions per area and at least one question per group. The questions will be based on the content of the program's core courses and scholarly literature listed in the M.A. bibliographies available on Department's [website](#). The three parts of the examination normally are completed during three successive two-hour intervals on a single calendar date.

To advance to candidacy for the M.A. degree, the student must earn passing grades for his or her responses to all nine essay questions selected. The student who fails to earn a passing grade for his or her response or responses to one or more of the essay questions may repeat the corresponding part or parts of the examination at a later date. If the student fails to earn a

passing grade for his or her response or responses to one or more of the essay questions upon his or her second attempt, the student will be summarily dismissed from the program.

4.4.6 Residency Requirement

The Graduate School has no residency requirement for master's students. The Department, however, strongly encourages all master's students to spend at least one academic term in residence. For further information on the implications of residency, see section [5.4.4](#).

4.5 Transfer of Credit

The student wishing to apply to his or her program requirements graduate courses taken at an institution other than Marquette University or at Marquette University prior to the student's matriculation in the M.A. program in Theology must submit a formal request to that effect to the Graduate School. The required form is available on the Graduate School's [website](#). The student may apply for transfer of credit only after completing six hours of graduate coursework, or two courses, at Marquette. Only courses having earned the student graduate credits at the institution where they were taken and for which the student earned a grade of B or higher are eligible for transfer. The Graduate School will submit the student's request to the Department for its recommendation. The Department will recommend the transfer of credit only if the course at issue are deemed academically equivalent to courses offered by the Department. Typically, no more than six hours of transfer credit, equivalent to two courses, may be applied to one's program requirements, although allowance for up to nine hours of transfer credit, equivalent to three courses, may be considered in exceptional cases.

5 Doctor of Philosophy in Religious Studies (Ph.D.)

5.1 Program Description

The Doctor of Philosophy (Ph.D.) program offers a course of study both intended to meet the needs of students possessing foundational graduate training in theology and religion who aspire to pursue careers in higher education or in other vocations requiring academic credentials at the highest level of attainment. Requirements of the program include the completion of a minimum of sixty credit hours of doctoral coursework, or twenty courses, twelve additional credit hours of dissertation research, fulfillment of language requirements, passing a qualifying examination, and successfully completing and defending a dissertation.

5.2 Area of Concentration

Upon enrollment, the student is advised to choose to concentrate in one of the Department's three principal areas of study, that is, Judaism and Christianity in Antiquity, Historical Theology, and Systematic Theology/Theological Ethics. The student also may choose to pursue an interdisciplinary concentration in Theology and Society or Healthcare Mission and Ethics, on which see section [5.6](#). The student must choose his or her area of concentration before preparing his or her Doctoral Program Planning Form (DPPF), on which see section [5.3](#) and which is due by the end of the student's second academic term.

5.3 Doctoral Program Planning Form

The student must complete a Doctoral Program Planning Form (DPPF) form in consultation with his or her academic advisor before the end of his or her second academic term in the program. The DPPF is available on the Graduate School's [website](#). A supplementary worksheet for listing one's past and projected coursework is available on the Department's [website](#). Following its approval by his or her advisor, the student must submit the DPPF along with the worksheet to the Department's Graduate Committee. Upon its approval by the Graduate Committee, the DPPF will be signed by the Department Chair and submitted to the Graduate School.

Once received by the Graduate School, the DPPF constitutes a contractual agreement between the student and Marquette University. Subsequent modification to the information included in the DPPF must be submitted using the DPPF amendment form, available on the Graduate School's [website](#), following the same procedure followed for the original DPPF. The amendment form should be submitted during the academic term prior to the term or terms to which the requested modification or modifications pertain.

5.4 Curricular Requirements

The following guidelines generally apply to all students, although those concentrating in Theology and Society and Healthcare Mission and Ethics are directed to the special conditions detailed in section [5.6](#) where the proceeding instructions are exclusive of that curricular option.

5.4.1 Coursework and Area Distribution

The student is expected to complete thirty-six credit hours, or twelve courses, in his or her area of concentration and twelve credit hours, or three courses, in each of the other two areas,

totaling sixty credit hours, or twenty courses. Typically, the student will request the transfer of half of those credit hours, that is, thirty credits, or ten courses, from his or her master's-level coursework taken at Marquette or at another institution. See section [5.5](#) for information on that process. Of those thirty transfer credit hours, or ten courses, eighteen credit hours, or six courses, should be equivalent to courses listed in the [Graduate School Bulletin](#) and belonging to the student's area of concentration. The remaining twelve transfer credit hours, or four courses, equivalent to courses listed in the [Graduate School Bulletin](#) and belonging to the student's two minor areas. Normally, these credits will be divided evenly between the student's two minor areas with two courses transferred for each. The student typically will complete the remaining balance of his or her coursework at Marquette, completing eighteen credit hours, or six courses, in his or her area of concentration, and six credit hours, or two courses, in each minor area.

The following table summarizes the Department's recommended plan for fulfilling one's coursework requirements:

Credit category	Area	Credits	Courses
Transfer credits	Area of concentration	18	6
	Area B	6	2
	Area C	6	2
Subtotal		30	10
Marquette credits	Area of concentration	18	6
	Area B	6	2
	Area C	6	2
Subtotal		30	10
Total		60	20

Requests for exceptions to the recommended plan will be considered by the Graduate Committee on a case-by-case basis. The student seeking an exception should consult with his or her advisor before including the pertinent request in his or her DPPF or DPPF amendment form.

5.4.2 Dissertation Research Credits

The student is required to complete twelve credit hours of dissertation research, which must be accounted for with the student's coursework requirements in his or her DPPF. Students may register for dissertation credit hours only after having completed all their coursework requirements. The student may choose to complete all twelve required dissertation credit hours at once or to distribute them over multiple academic terms.

Students having entered the program in the fall of 2015 or later are advised to complete all their dissertation credit hours during their third years of study to avoid having to request tuition remission in excess of the tuition credits awarded in their five-year funding packages.

5.4.3 Language Requirements

5.4.3.1 Area Requirements

Students are expected to acquire proficiency in languages essential to their coursework and research. While there is no language requirement for admission, the student entering the

program ideally will have acquired proficiency in at least one of the required languages prior to his or her matriculation. Language requirements vary by area of concentration as follows:

- The Judaism and Christianity in Antiquity concentration requires classical Hebrew, classical Greek, and two modern foreign languages. The latter typically will be French and German, although another modern language essential to his or her research may be substituted for one of these in consultation with the student's advisor and the Language Liaison. Students specializing in the Old Testament/Hebrew Bible must pass an examination in classical Hebrew at the advanced level of proficiency and an examination in classical Greek at the intermediate level. Students specializing in the New Testament must pass an examination in classical Greek at the advanced level of proficiency and an examination in classical Hebrew at the intermediate level.
- The Historical Theology concentration requires classical Latin for students concentrating on Western theological traditions and classical Greek, classical Latin, or another classical language for students concentrating on Eastern theological traditions. All students must acquire proficiency in two modern foreign languages, typically French and German, although another modern language essential to his or her research may be substituted for one of these in consultation with the student's advisor and the Language Liaison.
- The Systematic Theology/Theological Ethics concentration requires classical Latin and two modern foreign languages, typically French and German, although another language essential to his or her research may be substituted for one of these in consultation with the student's advisor and the Language Liaison. Students studying non-Western theological traditions may substitute classical Latin for classical Greek or another classical language essential to his or her research may be substituted for one of these in consultation with the student's advisor and the Language Liaison.

Students may fulfill their language requirements through several means:

5.4.3.2 Coursework

The student may take one or more of the intensive reading courses for graduate students in the humanities offered by the Department of Languages, Literatures and Cultures (FOLA). The Department offers these courses in French (FREN 6204), German (GRMN 6204), and Latin (LATN 6204) during the University's summer term. The student who earns a grade of B or higher in one of these courses will be certified as having met the Department of Theology's requirement for that language. The student receiving tuition remission may use up to six credit hours for FOLA courses, although credits earned through language coursework cannot be applied to his or her program requirements. Students wishing to take these courses should consult the University's upcoming [Schedule of Classes](#) to determine their respective availabilities and register for them as soon as registration for the summer term opens, as lack of sufficient registrants may lead to the courses' cancellation.

Students required to study classical Hebrew and classical Greek tend to enter the program already possessing some proficiency with these languages. Students can hone their skills through the following departmental courses: THEO 8010 (Intensive Hebrew Grammar), THEO 8011 (Advanced Hebrew), THEO 8210 (Intensive Hellenistic Greek Grammar), and THEO 8211

(Advanced Hellenistic Greek). Simply passing one of these courses, however, does not serve to certify the student's proficiency with the language at the required level. Upon his or her completion of the course, the student must pass an examination administered by its instructor, on which see section [5.4.3.4](#). The student who completes both an intensive and an advanced departmental language course may still be required to complete additional independent study before the instructor deems him or her ready to take the examination.

Unlike FOLA courses, credits earned for departmental language courses may be applied toward the student's program requirements. Students wishing to take these courses should consult the University's upcoming [Schedule of Classes](#) to determine their respective availabilities and register for them as soon as registration for the summer term opens, as lack of sufficient registrants may lead to the courses' cancellation.

The student who wishes to complete a language requirement at another institution should consult with the Language Liaison to ensure that his or her proposed course of study will meet the Department's standards.

5.4.3.3 Certification of Prior Coursework

The Department may accept certification of language coursework completed at an institution of higher learning other than Marquette University in fulfillment of the student's requirement or requirements. The student entering the program with such experience should consult with the Language Liaison to determine whether his or her previous coursework meets the Department's standards. The student should submit to the department's Language Liaison a completed language proficiency certification form, available on the Department's [website](#), along with a transcript or transcripts indicating the course or courses taken, official course descriptions and/or syllabi, and, if they are available, copies of completed and graded examinations measuring the student's abilities in comprehension and translation. Upon endorsing the student's request, the Language Liaison will submit the form and accompanying documentation to the Director of Graduate Studies. The same procedures apply to the student wishing to certify his or her language proficiency on the basis of prior coursework taken at Marquette University, e.g., coursework taken as an undergraduate or during the student's master's degree program.

In general, the student seeking certification of prior coursework should have received a grade of B or higher in a credit-bearing course or courses meeting the following criteria:

- Course designed to provide advanced proficiency as defined by the American Council for the Teaching of Foreign Languages (ACTFL)
- Course required both translation of an unannounced text and comprehension of that text as part of a final examination
- Course completed within three years of enrolling in the student's current program of study at Marquette or before the student has reached the stage of his or her Doctoral Qualifying Examination, on which see section [5.4.5](#).

The Department also will accept a passing grade on a comprehensive reading examination equivalent to those offered by the Department of Languages, Literatures and Cultures, on which see section [5.4.3.4](#).

5.4.3.4 Graduate Reading Examinations

Students may meet the Department's language requirement in French, German, and classical Latin by passing a comprehensive reading examination offered by the Department of Languages, Literatures and Cultures. These examinations are offered once during each fall and spring academic term. Students must register for the examinations as courses, that is, FREN 9831, GRMN 9831, and LATN 9831, through CheckMarq as one would register for a course. A processing fee of \$100 will be assessed for each examination. The examination period lasts two hours, during which students are permitted to use a dictionary. The use of other printed materials is prohibited, as are electronic devices, including electronic dictionaries. The reading exam consists of two sections, namely a translation of approximately thirty lines of text worth 85% of the student's grade and a reading comprehension exercise worth 15% of the student's grade.

Examinations in classical Hebrew and classical Greek are offered by faculty members in the Department of Theology. The examination period lasts three hours, during which students are permitted to use a dictionary. The use of other printed materials is prohibited, as are electronic devices, including electronic dictionaries. The reading exam consists of two sections, namely translations of two out of three passages. These examinations typically are administered following the student's completion of departmental language coursework, on which see section [5.4.3.2](#). The student entering the program having had substantial prior experience with classical Hebrew or classical Greek may request to take a qualifying examination in either language in lieu of coursework, although avoidance of all departmental language coursework is discouraged.

5.4.3.5 Recommended Schedule for Certification of Language Proficiency

Students are encouraged to pass at least one foreign language proficiency examination or receive a grade of B or higher in a language course during their first academic terms. Following their first terms, doctoral students must fulfill at least one language requirement during each subsequent year in the program. Doctoral students with master's degrees are encouraged to fulfill their first language requirements before beginning coursework and must do so by the end of their first years in the program. Doctoral students must pass both French and German or another approved modern language by the end of their second years in the program.

5.4.4 Residency Requirement

The student is required to complete nine credit hours of coursework, or three courses, for two academic terms within a period of eighteen consecutive months or, alternatively, complete at least six credit hours of coursework, or two courses, for three academic terms within a period of eighteen consecutive months. The student may fulfill his or her residency requirement by means of coursework alone or by means of coursework in conjunction with dissertation credits. Precise details of the student's residency plan must be included in his or her Doctoral Program Planning Form, on which see section [5.3](#).

The student in residence is subject to the course load limitations detailed in section [2.2](#). As such, the student in residence not receiving financial aid may choose to register for up to twelve credit hours, or four courses, in an academic term. Rarely, however, is a twelve-hour course load advisable in view of the likelihood that the student will have to complete his or her required coursework, complete his or her language requirements, and/or prepare for his or her Doctoral

Qualifying Examination during his or her residency.

Outside employment usually is incompatible with the time the student must commit to fulfill his or her academic requirements and residency requirement.

5.4.5 Doctoral Qualifying Examination

Consisting of a written examination and an oral defense, the Doctoral Qualifying Examination (DQE) may be taken once the student has fulfilled all of his or her language requirements and is within or past his or her final term of coursework. Consulting the appropriate documentation on the Department's [website](#), the student must work with his or her academic advisor to select three topics in his or her area of concentration and one topic in each of the two other areas for inclusion in the examination. Topics are provided by the faculty members in each area of concentration and must be formally approved by the Department's Graduate Committee. Alternative topics suggested by the student will not be considered for inclusion on his or her examination.

The student must complete the application, available on the Department's [website](#), indicating his or her topics of choice, tentative examination dates, and a proposed examination board consisting of five full-time faculty members, three from the student's area of concentration and one from each of the two other areas, along with three alternates. It is the responsibility of the student alone to secure the agreement of all proposed board members and all alternates before listing them in his or her application. The student must also secure the agreement of one of the three board members in his or her area of concentration to serve as the board's chair. The student's advisor may serve on the board but normally may not serve as its chair.

The Department does not have fixed dates for qualifying examinations. As such, the student may request to take his or her examination at any time during the fall or spring academic term when the University is in session. Typically, the entire examination process is scheduled to take place over the course of a single five-day work week. The written examination is taken over two consecutive days, typically a Monday and a Tuesday, and the oral defense held on the following Thursday or Friday. As the all examination board members must participate in the oral defense, it is imperative that the student request a date or dates for the oral defense on which he or she has determined that all of them will be available to convene.

Upon securing the approval of his or her advisor, the student must submit the completed form application to the Graduate Committee. The student must supply in accompaniment to the application a register of all graduate courses in theology and religion taken at Marquette and elsewhere, classified by area of concentration.

Upon the application's approval by the Graduate Committee, the student must register for the examination by submitting the appropriate form, available on the Department's [website](#), to the Director of Graduate Studies. This should be done no less than one month prior to the date of the examination. Once the student registers for the examination, he or she should not attempt to modify its approved dates and/or times except in view of exigent circumstances and with the express approval of the Department Chair.

Upon the examination's registration by the Director of Graduate Studies, the chair of the examination board will inform the other board members of the dates of the examination. Each

member of the board, including the chair, must prepare two questions pertaining to the topic on which he or she has agreed to examine the student. The chair will inform board members of their responsibilities to submit their questions by an appropriate time in advance of the date of the written examination. The chair also will set the specific time and place for the oral defense.

On the first day of the examination, the student will report at an agreed-upon time to the Assistant to the Chair, who will provide the student with the written examination, a place to work, and whatever books the board members have permitted for the student's use during the examination. The student will have to respond to one question from two of the three sets of questions in his or her area of concentration and one question from each set of questions in the other two areas, totaling four responses. Each response must be in an essay format. The student will have three hours to complete each essay. At the end of this period, the student will submit his or her essay to the Assistant to the Chair for distribution to the board members. The same procedure will be followed for each of the remaining three parts of the examination. Typically, the student will complete the two essays in the other two areas on the first day of the examination and the two essays in the other two areas on the second day, although other arrangements may be made at the student's request.

The oral defense will last approximately ninety minutes, although the chair of the examination board reserves the right to extend that period at his or her discretion. The board members will ask the student about his or her written responses, the questions he or she chose not to respond to, or any other aspect of the student's examination topics. Each board member will provide the chair an evaluation of the student's performance on both the written and the oral parts of the examination. Board members may choose to consult with one another before issuing their evaluations. The chair will submit the individual evaluations of the examination board's members along with a summative report to the Department Chair, who will then submit it to the Graduate School along with advancement to doctoral candidacy form. The forms required for these procedures are available on the Graduate School's [website](#).

Satisfactory evaluations from four out of the five board members are required to pass the examination. Although the board typically will give the student unofficial notification of the results of his or her examination immediately following the oral defense, the Graduate School officially will notify the student of the results after processing the required forms.

5.4.5.1 Procedural Summary

In the interest of eliminating confusion, the following protocols summarize the DQE process:

- The student obtains the examination topics and application form.
- In consultation with his or her advisor, the student selects three topics in his or her area of concentration and one topic in each of the other two areas.
- The student secures the agreement of three faculty members in his or her area of concentration and one in each of the other two areas to serve as the examining board. The agreement of three alternates must be secured as well.
- The student prepares the DQE application form and a list of graduate courses taken at Marquette and elsewhere.

- The student submits the application and list of courses to the Graduate Committee.
- The Graduate Committee notifies the student and his or her advisor of the application's approval.
- The student submits the DQE registration form to the Director of Graduate Studies.
- The examination board chair contacts other board members to solicit their examination questions and set a time and place for the oral defense.
- Before submitting their questions, the board members clarify their expectations with the student in conversation with the student. Expectations should include, at the very least, bibliographies listing required primary and secondary literature.

5.4.6 Doctoral Dissertation

The student must choose a topic within the scope of the Department's mutual understanding of the disciplines of theology and/or religious studies and for which the student can identify a departmental faculty member possessing the necessary competence, availability, and willingness to serve as his or her dissertation director. The student is encouraged to select a topic and secure the agreement of a director towards the end of his or her coursework or while preparing for his or her Doctoral Qualifying Examination.

The doctoral dissertation normally is directed by a tenured departmental faculty member. Any proposed deviation from this norm requires approval from the Graduate Committee, in consultation with the Department Chair, prior to the student's submission of his or her Doctoral Dissertation Outline to the Graduate Committee, on which see section [5.4.6.1](#).

Faculty members currently directing or co-directing five or more dissertations may not agree to direct a further dissertation without approval from the Department Chair. This approval must be obtained prior to the submission of the student's Doctoral Dissertation Outline to the Graduate Committee, on which see section [5.4.6.1](#). This restriction does not apply to dissertations by students having entered the program before the fall of 2015.

5.4.6.1 Doctoral Dissertation Outline

The Doctoral Dissertation Outline (DDO) encompasses a detailed proposal of the research project to inform the student's doctoral dissertation. The student typically will begin working on his or her DDO and the accompanying proposal following the passage of his or her Doctoral Qualifying Examination (DQE). The DDO may not be submitted to the Department's Graduate Committee or to the Graduate School until the student has passed his or her DQE.

Once the student and his or her proposed director agree on the general terms of the project, the student is responsible for securing the verbal commitments of no fewer than three additional faculty members to serve on the dissertation committee as well as no fewer than two additional faculty members to serve as alternate committee members. Members of the dissertation committee should be full-time tenured or tenure-track faculty members of the Department of Theology. Exceptions may be made at the student's request. All such requests must be approved by the Graduate Committee. The Department will not provide funds for a stipend, travel, or accommodations for external committee members, nor may the student provide funds for those

purposes. Video conferencing equipment may be requested from the University to accommodate participation of an external committee member in the student's dissertation defense, although it is not the University's responsibility to ensure that comparable equipment is available at the home institution of the external committee member. Charges incurred using the University's equipment will be borne by the student.

Before submitting the DDO to the Graduate School, the student must secure its approval by the Graduate Committee. That process requires four steps:

1. The student must complete a draft of the DDO form, available on the Graduate School's [website](#). The proposed dissertation committee must consist of no fewer than four faculty members inclusive of the director. The student should provide all information requested except for the signatures. For items C, D, E, and F, most students will indicate "See attachment," the attachment being the forthcoming DDO essay.
2. The student must prepare an abstract of his or her forthcoming DDO essay no more than one page in length and including no annotations or bibliography.
3. The student's proposed dissertation director must produce a brief letter to the Graduate Committee indicating his or her willingness to serve in that capacity. The proposed director must indicate in the letter the names of no fewer than four proposed committee members inclusive of the director and no fewer than two alternate members.
4. The student must collect the three aforementioned documents and submit them to the chair of the Graduate Committee for review at one of the committee's regularly scheduled meetings.

Following the student's submission of the unsigned DDO form and its accompanying materials to the Graduate Committee, the Graduate Committee, in consultation with the Department Chair, will nominate a dissertation committee and notify the proposed dissertation director to convene a meeting with the proposed dissertation committee and the student no more than six weeks from the date of the Graduate Committee's decision.

The dissertation director will convene a meeting with the proposed dissertation committee and the student. In advance of that meeting, the student will submit the following two documents to the director and the proposed committee members:

1. A revised version of the DDO form inclusive of any revisions recommended by the Graduate Committee.
2. The DDO essay. The DDO essay should be formatted as an attachment to the DDO form and explicitly indicate all information requested in items C, D, E, F, G, H, and I.

Upon the committee's approval of the DDO form and essay, the dissertation director will secure the signed approval of the DDO from all members of the committee. The student will submit a final draft of the DDO essay to the director inclusive of any revisions recommended by the committee. The director then will submit the DDO form along with the DDO essay to the Director of Graduate Studies. The Director of Graduate Studies will secure the signed approval of the Department Chair and submit the completed DDO to the Graduate School.

Once received by the Graduate School, the DDO constitutes a contractual agreement between the student and Marquette University. Should the content or scope of the dissertation change substantially as the student pursues his or her research, the dissertation director reserves the right to require the student to submit a new DDO following the same procedure followed for the original DDO or an expedited variation of that procedure.

5.4.6.2 Writing the Dissertation

The student must complete the dissertation to the satisfaction of the director. The student may seek ancillary direction from other members of his or her dissertation committee, although those committee members are not obligated to review drafts of the student's written output.

The student is strongly advised to consult the Graduate School's dissertation directives, available on its [website](#), before beginning to write his or her dissertation and again prior to his or her dissertation defense. The Graduate School reserves the right to reject a dissertation not written and formatted according to its specifications.

5.4.6.3 Dissertation Defense

Once the director decides that the dissertation is ready for a public defense, no less than one month prior to the proposed date of the defense, and no less than two months prior to the Graduate School's deadline for the submission of final copies of the dissertation, the Assistant to the Chair will distribute printed copies of the dissertation to the dissertation director and the dissertation committee members. It is the responsibility of the student to provide one printed copy of the dissertation for each committee member to the Assistant to the Chair by the announced deadlines. The director and/or committee members may request that the student provide them with electronic copies of the dissertation in lieu of printed copies. The student may request the same of his or her director and/or committee members, although the director and/or committee members reserve the right to insist on printed copies.

The student will note that the Department's deadlines pertaining to the submission of dissertations are earlier than those of the Graduate School. Although this is a precautionary measure, it will be strictly enforced. Exceptions must be approved by the Director of Graduate Studies. Specific instructions and deadlines pertaining to the submission of dissertations appear on the Graduate School's [website](#) and the Office of the Registrar's [academic calendar](#).

Committee members must be given no less than one month in which to read the dissertation, by the last day of which period they must inform the director whether they agree that the dissertation is ready for defense. Should one or more committee member determine that the dissertation is not ready for defense, the director must inform the student of the situation and reschedule the defense at the director's discretion. In any case, board members are free to communicate concerns about the dissertation to the director prior to the date of defense.

Faculty members are not obliged to participate in more than two dissertation defenses within a span of thirty days. In other words, a faculty member participating in two defenses within a span of thirty days is not obliged to participate in a third defense fewer than thirty days following the first of the two defenses on his or her schedule. This condition permits the faculty member at least thirty days' time in which to evaluate each dissertation he or she agrees to evaluate. Faculty

members who wish to invoke this condition must communicate their intention to the dissertation director at the time the director proposes to schedule the defense. Should this situation occur, the director must call upon an alternate committee member to participate in the defense or delay the defense until which time the original committee member is able to participate.

The public defense will be held after the committee members have evaluated the dissertation. The date of the defense must be no less than one month prior to the Graduate School's deadline for the submission of final copies of the dissertation. Although this is precautionary measure, it will be strictly enforced. Exceptions must be approved by the Director of Graduate Studies.

No less than one month prior to the date of the defense, the student must submit to the Assistant to the Chair a completed announcement of public defense form, available on the Graduate School's [website](#). Accompanying the form should be a copy of the dissertation abstract. The Assistant to the Chair will reserve a room for the defense and collect the required signatures before forwarding the form to the Director of Graduate Studies, who will in turn sign it and submit it along with the abstract to the Graduate School. The student alone is responsible for collecting the signature or signatures of committee members external to the University.

The entire committee should be present at the defense, with the dissertation director serving as the event's chair. The student will present a summary of his or her work. Each of the committee members will offer comments and questions to the student. Finally, the director will offer comments and questions to the students. The director may then choose to invite comments and questions from other people in attendance.

Following the defense, the student will have no fewer than three weeks to revise and emend the dissertation in light of written or oral feedback received at the defense. The final edition of the dissertation must be submitted to the Graduate School electronically following the instructions provided on the Graduate School's [website](#). The following items must be submitted independently of the student's electronic dissertation submission:

- A printed copy of the dissertation for the Department of Theology's library, to be submitted to the Assistant to the Chair
- A separate copy of the dissertation's signature page, to be prepared by the student, completed by the dissertation committee, and submitted to the Assistant to the Chair
- Dissertation approval form, available on the Graduate School's [website](#), to be completed by the dissertation director and submitted to the Assistant to the Chair
- Publishing through MU's Raynor Memorial Library form, available on the Graduate School's [website](#), to be completed by the student and submitted to the Assistant to the Chair
- Optional publishing fees and/or copyright fees, to be paid by the student directly to the publisher in conjunction the electronic submission of his or her dissertation
- Survey of Earned Doctorates, to be completed by the student [online](#) following the electronic submission of his or her dissertation

Once having collected them, the Assistant to the Chair will submit the required materials to the

Graduate School to complete the student's requirements for graduation.

5.5 Transfer of Credit

The student wishing to apply to his or her program requirements courses completed at another institution or institutions must list those courses in his or her Doctoral Program Planning Form (DPPF), on which see section [5.3](#). Upon submitting the DPPF to the Graduate Committee, the student must provide in a separate document a brief description of each course for which the student wishes to request transfer credit. Upon the Graduate Committee's recommendation, the Department will accept up to thirty credit hours, or ten courses, of transfer credit.

Acceptance of credits earned in coursework prior to the student's enrollment at Marquette is not automatic. Transfer credit will not be accepted for courses primarily involving language instruction. The institution from which credit is to be transferred must be accredited by the North Central Association of Colleges and Secondary Schools, the Association of Theological Schools, or an equivalent accrediting agency. Finally, the credit must have been earned in academic coursework comparable in content and quality to courses offered by the Department, as opposed to coursework completed in pursuit of a vocational or professional degree.

The Graduate School reserves the right to reject a request to transfer credit its administration deems of inferior academic quality regardless of the Department's recommendation.

5.6 Interdisciplinary Concentrations

In addition to the Department's three principal areas of study, that is, Judaism and Christianity in Antiquity, Historical Theology, and Systematic Theology/Theological Ethics, doctoral students may choose to concentrate in one of two interdisciplinary areas, namely Theology and Society and Healthcare Mission and Ethics. Though interdisciplinary in nature, these concentrations are housed entirely in the Department of Theology. Completion of his or her curricular requirements in an interdisciplinary concentration earns the student the same Ph.D. in religious studies earned by students in the program's other areas of concentration.

The Theology and Society concentration is designed to provide students opportunities to bring the study of theology and religion into conversation with other disciplines addressing the sciences, cultures, and values of human society. These disciplines include law, education, English, history, philosophy, psychology, and sociology, among many others.

The Healthcare Mission and Ethics concentration is designed to provide students interested in careers in Catholic healthcare with a deep grounding in the major theological disciplines along with academic training in practical issues related to the provision of healthcare and immersion in healthcare environments.

The student who chooses either of these concentrations begins his or her studies by acquiring a foundation of advanced general theological knowledge before developing theologically-informed approaches to his or her specific areas of academic interest. This involves studying the major sources of Christian social thought and understanding of the historical evolution of Christian thinking about society, particularly as it relates and has related to the valuation of human life. The student is expected to engage in sophisticated analysis of contemporary culture mediated

by at least one major non-theological discipline determined in consultation with the student's academic advisor.

5.6.1 Doctoral Program Planning Form

For general terms regarding the Doctoral Program Planning Form (DPPF), see section [5.3](#). Students opting for interdisciplinary concentrations pursue individually tailored courses of study, typically requiring multiple exceptions to normal departmental policies and, in some cases, more than the usual number of required credit hours of coursework, on which see section [5.6.2.1](#). Consequently, the student's academic advisor will be more active than usual helping the student prepare his or her DPPF. Upon submitting his or her DPPF to the Graduate Committee, the student must provide in a separate document a list of requested exceptions to the department policies along with rationales for those exceptions. This document should be signed by the student's advisor. The Committee will make its recommendation for approval of to the Department Chair. The Chair will approve the Committee's recommendation and add the document listing the approved exceptions to the student's departmental file. Both the student and his or her faculty advisor should keep a record of approved exceptions for future reference.

5.6.2 Curricular Requirements

The following guidelines indicate special conditions to the general program guidelines detailed in section [5.4](#). Students concentrating in Theology and Society and Healthcare Mission and Ethics are advised to consult those guidelines before processing the proceeding instructions.

5.6.2.1 Coursework and Area Distribution

The student must complete sixty credit hours, or twenty courses, of coursework. No less than forty-eight of those credit hours, or sixteen courses, must be in theology or religion. The remaining twelve credit hours, or four courses, must be in an allied discipline relevant to the student's research and teaching interests. Typically, the student will petition the Graduate School to transfer some of those credit hours from his or her master's-level coursework taken at Marquette or at another institution. See section [5.5](#) for information on that process.

With respect to area distribution, the student must complete thirty credit hours, or ten courses, in one of the Department's three principal areas of study, that is, Judaism and Christianity in Antiquity, Historical Theology, or Systematic Theology/Theological Ethics, and nine credit hours, or three courses, in each of the two other areas. The student must complete twelve credit hours, or four courses, in an allied discipline in the humanities, social sciences, education, law, or health sciences. Up to twelve transfer credit hours, or four courses, of non-theological coursework may be applied to his or her program requirements provided that the student's advisor deems him or her sufficiently prepared for examination in the student's allied research discipline and proceed to conduct advanced research in that discipline.

The number of credit hours the student must complete in each discipline while in residence at Marquette will vary depending on his or her prior record of master's-level coursework. For example, the student entering the program with master's degree in theology or religion will have to complete fewer credits in theology than one entering the program with master's degree in his or her allied research discipline. Conversely, the student entering the program with master's

degree in his or her allied research discipline will have to complete fewer credits in that discipline than one entering the program with master's degree in theology or religion. Ideally, the student should complete at least three credit hours, or one course, in each of the Department's three principal areas of study while in residence at Marquette and three credit hours, or one course, in the allied discipline of his or her choosing while in residence at Marquette so as to have studied under all of the faculty members who will serve on the student's Doctoral Qualifying Examination board according to the terms of section [5.6.2.5](#). Exceptions to this recommended distribution may be made by the student's advisor in view of the student's prior record of coursework and the unique parameters of the student's course of study.

Upon completing his or her required coursework, the student will have acquired a degree of proficiency in his or her allied research discipline equivalent to that of an undergraduate major in that discipline. Equivalency will be determined by the student's academic advisor in consultation with the faculty of the academic unit housing the student's allied research discipline. Should his or her advisor find the student's proficiency lacking, the student will be required to complete additional coursework in that discipline.

The Department acknowledges that the student might wish to complete coursework in an allied research discipline in which the University does not offer doctoral-level coursework. In such cases, the student may complete master's-level coursework offered at Marquette in lieu of doctoral-level coursework. Alternatively, students may complete doctoral-level work at the Medical College of Wisconsin or the University of Wisconsin-Milwaukee through Marquette's inter-university exchange programs with those institutions. Please see the Graduate School's [website](#) for further information on its exchange programs.

5.6.2.2 Dissertation Research Credits

The student is required to complete twelve credit hours of dissertation research. See section [5.4.2](#) for further information on this requirement.

5.6.2.3 Language Requirements

The student pursuing the Theology and Society concentration must acquire proficiency in two modern foreign languages, typically French and German, although another language essential to his or her research may be substituted for one of these in consultation with the student's advisor and the Language Liaison.

The student pursuing the Healthcare Mission and Ethics concentration must acquire proficiency in classical Latin and one modern foreign language, typically French or German, although another language essential to his or her research may be substituted for one of these in consultation with the student's advisor and the Language Liaison. See section [5.4.3](#) for further information on these requirements

5.6.2.4 Residency Requirement

The student is required to complete nine credit hours of coursework, or three courses, for two academic terms within a period of eighteen consecutive months or, alternatively, complete at least six credit hours of coursework, or two courses, for three academic terms within a period of eighteen consecutive months. See section [5.4.4](#) for further information on this requirement.

5.6.2.5 Doctoral Qualifying Examination

For general terms regarding the Doctoral Qualifying Examination, see section [5.4.5](#). The student pursuing an interdisciplinary concentration typically will select an examination board consisting of two departmental faculty members in his or her primary area of concentration within the discipline of theology, one departmental faculty member in each of the student's two minor theological areas, and one faculty member in his or her allied research discipline from another department or school at Marquette University or one of its partner institutions.

The student must work with his or her academic advisor to determine the following five topics of examination:

- A topic testing the student's competence in his or her primary theological discipline, to be chosen from the standard examination topics listed in the appropriate documentation on the Department's [website](#)
- One topic testing the student's competence in each of the student's two minor theological areas, to be chosen from the standard examination topics listed in the appropriate documentation on the Department's [website](#)
- A topic testing the student's competence in his or her allied research discipline, to be determined by the student in consultation with a faculty member in that discipline and the chair of the student's examination board
- A comparative topic testing the student's understanding of the interrelationship between theological research and his or her allied research discipline concerning issues such as methodologies, major figures, and challenges spanning disciplinary boundaries, to be determined by the student in consultation with a faculty member in the student's primary theological discipline current in interdisciplinary research

Proposed topics in the latter two categories must be approved by the Graduate Committee during its standard evaluation of the student's DQE application.

5.6.2.6 Doctoral Dissertation

For general terms regarding the Doctoral Qualifying Examination, see section [5.4.6](#). The student pursuing an interdisciplinary concentration typically will assemble a dissertation committee including one faculty member in the student's allied research discipline from another department or school at Marquette University or one of its partner institutions. The topic of the dissertation must be interdisciplinary in nature and reflect the general parameters of the student's area of concentration within the discipline of theology.

6 Guidelines for Teaching and Research Assistantships

6.1 Faculty Member Responsibilities

The assistantship program is designed primarily for the benefit not of the faculty but of the graduate students. It is meant to provide students opportunities to observe faculty members teaching varied subjects and employing varied pedagogical methods, to acquire course management and assessment skills, to assist faculty members in their research, and to provide financial support for their graduate studies. The following guidelines pertain principally to teaching assistants. Faculty members working with research assistants are advised to maintain their principles of fairness when setting parameters for their assistants' work.

The key to a successful relationship between faculty member and assistant is communication. The faculty member should contact his or her assistant to arrange an orientation meeting during the week before classes begin. At that meeting, the faculty member should articulate his or her expectations of his or her assistant, inquire about the assistant's interests, and discuss and special needs or considerations of which the faculty member should be aware. The faculty member should ask the assistant to set his or her office hours and to reserve time for a weekly meeting in which to discuss the assistant's recent performance and upcoming tasks.

The faculty member must confirm the willingness of his or her teaching assistant to have his or her email address and/or phone number listed on the course syllabus. The faculty member must furthermore ensure that his or her assistant receives a copy of the course syllabus as soon as possible in advance of the academic term to ensure that all course materials are added to the course website and/or put on reserve in the library by the time they are needed by the students.

In paying their tuition fees, undergraduate students have the right to expect faculty members not only to deliver course content but to assess their progress from the beginning of the academic term to the end. Consequently, even if the faculty member chooses to have his or her teaching assistant grade students' assignments and take care of other routine tasks, it is the responsibility of the faculty member to supervise the efforts of his or her assistant. The faculty member should be involved in grading major papers and midterm and final examinations. The faculty member alone is responsible for tabulating students' final course grades and submitting them through the University's online student information system by the college's grading deadlines.

Providing his or her teaching assistant the occasional opportunity to teach in an undergraduate course is an excellent way to prepare the assistant for future teaching opportunities. Nevertheless, as excessive class preparation can be unfairly time consuming, the faculty member may assign his or her teaching assistant to teach no more than three sessions in any one undergraduate course during a given academic term. The faculty member must give his or her teaching assistant no less than two weeks' advanced notice of any such assignment to allow the assistant sufficient time to prepare his or her lesson plan.

Should the faculty member request the aid of his or her assistant creating documents, compiling bibliographies, checking out books from the library, etc., the faculty member must allow the assistant no less than forty-eight hours, or two full days, to begin the task to avoid compromising the assistant's ability to fulfill the requirements or his or her own curricular requirements in a

timely manner. Should the faculty member require the assistant to check out books or other materials from the library for the faculty member's use, the faculty member and the assistant must complete an authorized assistant form a form enabling the assistant to do so. The assistant must submit the completed form at the circulation desk at Raynor Library upon first carrying out this responsibility. The form is available on the Raynor Memorial Libraries [website](#).

6.2 Graduate Assistant Responsibilities

The following guidelines pertain principally to teaching assistants. Students working with research assistants can expect the faculty members they assist to apply their principles of fairness when setting parameters for their assistants' work.

The assistant may be asked to assist in any of the faculty member's needs germane to his or her employment by Marquette University. The assistant is not obliged to assist in any task to be carried out in the faculty member's home or elsewhere off campus.

The assistant is expected to work ten to fifteen hours a week during each academic term of his or her award. For teaching assistants, those hours include time spent observing classes. The assistant is not expected to operate at the upper limit of the stated range on a weekly basis.

The teaching assistant is expected to attend at least one class each week of each of course in to which one is assigned. The assistant is expected to take notes and to keep up with the course's reading assignments so that he or she may help students with their work, offer review sessions, etc. If the assistant cannot attend a given section of a course to which one is assigned due to a scheduling conflict with the assistant's own coursework, the assistant nevertheless is expected to visit that section briefly on a date at the beginning of the academic term to introduce himself or herself to the students. The assistant should notify the instructor of his or her graduate course that he or she will not be present for part of that date's class session.

The teaching assistant must reserve no fewer than three office hours each week in which to meet with students or must make himself or herself available by appointment. The teaching assistant's office hours do not substitute for the faculty member's own office hours.

The teaching assistant may be asked to hold evening review sessions, to show films in the evening, or otherwise to be on hand for activities scheduled beyond normal class hours.

The teaching assistant may be asked to carry out occasional research and research-related assignments such as proofreading, line editing, compilation of bibliographies, etc., within his or her weekly allotment of work hours.

Should the assistant be asked to check out books or other materials from the library for the faculty member's use, the faculty member and the assistant must complete an authorized assistant form a form enabling the assistant to do so. The assistant must submit the completed form at the circulation desk at Raynor Library upon first carrying out this responsibility. The form is available on the Raynor Memorial Libraries [website](#).

7 Adjunct Employment

Advanced doctoral students may be considered for employment by the Department as adjunct instructors. An adjunct instructor is a part-time employee hired on a term contract to teach one course or more courses, typically at the undergraduate level. Contracts for adjunct instructors non-continuing, which means they expire at the end of the academic term for which an adjunct instructor is hired to teach. Adjunct instructors may be reappointed in subsequent terms.

The student must possess the following qualifications to serve as an adjunct instructor:

- The student must have completed all of his or her required coursework and passed his or her Doctoral Qualifying Examination.
- The student must not be receiving financial aid in the form of a fellowship, a teaching assistantship, or a research assistantship at beginning of his or her term of employment.
- The student must be in good academic standing at the beginning of his or her term of employment.
- The student must be deemed capable and reliable by his or her academic advisor and by the Director of Graduate Studies.
- The student must reside in or in reasonable commuting distance to Milwaukee.

Possession of these qualifications does not guarantee the student's right of appointment as an adjunct instructor. Other factors affecting the possibility of the student's appointment include the Department's need for adjunct instructors, the student's academic record, the student's history of financial aid, and the student's need for teaching experience.

Appointment of adjunct instructors will be made by the Assistant Department Chair in consultation with the Director of Graduate Studies. Although students do not formally apply to serve as adjunct instructors, qualified individuals are encouraged to express their interests in adjunct employment to the Assistant Department Chair.

8 Office Space

Students serving as teaching assistants, teaching fellows, and adjunct instructors will be given access to shared office space in Marquette Hall during their terms of teaching service. Students are meant to use these offices to meet with undergraduates during their office hours and at other times as needed. Students may work in their offices at other times as well, provided that they do not disrupt the work of those of their officemates holding office hours at those times.

Students may ask their officemates to vacate their offices when conferring with undergraduates regarding matters pertaining to their education records. Students must comply with such requests, as conversation pertaining to education records is protected by the Family Education Rights and Privacy Act (FERPA). Failure to comply with this policy will result in the student's denial of access to office space.

Students are expected to maintain cordial relations with their officemates and visitors, keep their offices clean, and lock their office doors when no one is in. Students must refrain from intentionally damaging University property placed in their offices. Students may not place their own furniture or appliances in their offices. Students may not sleep in their offices overnight. Failure to comply with these policies will result in the student's denial of access to office space.

9 Technology

9.1 Office 365

The University maintains a site subscription to Microsoft Office 365 for informational services and productivity software. Registered students have free access to all Office 365 online applications, the downloadable Office 365 Pro Plus software suite, which includes Word, PowerPoint, Excel, Skype for Business, and other applications, and file storage through OneDrive for Business. Students are encouraged to use these applications and services. See the IT Services [website](#) for further information on how to access them.

9.2 Email and Calendar

It is imperative that students use their Marquette email accounts, which they can access online using the Outlook application in Office 365 or using the Outlook 2016 application included in Office 365 Pro Plus. The Department, the Graduate School, and the University send all their official communications to students' Marquette accounts. Students who prefer to use other email accounts are advised to set Outlook to forward all messages received in their Marquette accounts to forward those messages to their preferred addresses.

Students are advised to use their Marquette email accounts when communicating with University personnel who might not recognize their personal email addresses, that is, professors, administrators, and support staff. Likewise, students serving as teaching assistants, teaching fellows, and adjunct instructors are advised to use their Marquette email accounts when communicating with their students.

Students are furthermore advised to use Outlook's calendar function. Further to being a useful application for organizing the student's own schedule, University personnel often use Outlook to schedule meetings, send reminders regarding upcoming events and deadlines, and so forth.

9.3 Printing and Scanning

PrintWise is the University's public-access printing network. The PrintWise driver, available on the IT Services [website](#), allows students to print from their personal computers to any PrintWise networked imaging device on campus. Students may also use PrintWise to scan documents at no cost to them. For further information on PrintWise, see the IT Services [website](#).

All registered students are allocated limited PrintWise funds each academic term. Students currently serving as teaching or research assistants are allocated additional funds to cover printing costs associated with their assistantship responsibilities. All students may purchase additional PrintWise funds using their MarquetteCASH accounts.

The imaging devices located on the first and third floors of Marquette Hall are not PrintWise networked devices. Students cannot print from their personal computers to these printers. Students serving as teaching assistants, research assistants, or adjunct instructors may use these devices to print materials for their courses or research assignments by sending their print jobs as attachments to deptprint@marquette.edu using their Marquette email accounts.

10 Amendments to Policies and Procedures

The Department may, at its discretion, amend its policies and procedures and as they apply to graduate students. Changes in operating procedures that do not have the effect of adding to students' program requirements will be effective immediately upon adoption by the Department and, therefore, immediately obligatory for all current students. Changes in operating procedures that have the effect of adding to students' program requirements will not apply to current students, who will remain obligated to the department policies and procedures in effect at the time or times of their matriculation.

11 Department Calendar 2018–2019

The following dates include major events and deadlines of interest to graduate students. The Graduate School's full academic calendar is available Office of the Registrar's [website](#).

- August 23** Graduate School new student orientation
- August 24** Department of Theology new student orientation
- August 27** Fall classes begin
- September 4** Fall registration ends @ midnight
- September 8** Department of Theology family picnic
- October 1** Deadline for application for December graduation
- October 5** Deadline for submission of incomplete work for spring 2018 and summer 2018 courses
- October 13** Deadline for submission of master's thesis/doctoral dissertation outline for December graduation
- October 25** Deadline for submission of announcement of public defense form for December graduation
- November 5** Master's comprehensive examination (scheduled by request only)
Deadline for public defense of dissertation for December graduation
- November 13** Deadline for submission of master's thesis/master's essay for December graduation
- November 29** Deadline for submission of doctoral dissertation for December graduation
- December 8** Fall classes end
- December 18** Fall grades due @ noon
- January 14** Spring classes begin
Late registration begins
- January 22** Late registration ends @ midnight
- February 1** Deadline for application for May graduation
- February 15** Deadline for submission of incomplete work for fall 2018 courses
- March 7** Deadline for submission of master's thesis/master's essay/doctoral dissertation outline for May graduation
- March 21** Deadline for submission of announcement of public defense form for May graduation
- April 3** Master's comprehensive examination
Deadline for public defense of dissertation for May graduation
- April 10** Deadline for submission of master's thesis/master's essay for May graduation
- April 24** Deadline for submission of doctoral dissertation for May graduation
- May 4** Spring classes end
- May 14** Spring grades due @ noon
- May 18–19** Baccalaureate and Commencement

12 Faculty Roster 2018–2019**Distinguished Professor**

Rev. Robert M. Doran, S.J.
*Emmett Doerr Chair in Catholic
Systematic Theology*

Endowed Chairs

Dr. Irfan A. Omar
Henri de Lubac Chair

Dr. Andrei A. Orlov
Kelly Chair

Professor

Rev. Robert M. Doran, S.J.

Dr. Ulrich L. Lehner

Dr. Mickey L. Mattox

Dr. Andrei A. Orlov

Dr. Sharon Pace

Dr. Marcus Plested

Rev. Philip J. Rossi, S.J.

Dr. Susan K. Wood, SCL

Associate Professor

Dr. Joshua Ezra Burns

Dr. D. Lyle Dabney

Dr. Deirdre A. Dempsey

Dr. Julian V. Hills

Dr. Mark F. Johnson

Rev. Joseph G. Mueller, S.J.

Dr. Danielle K. Nussberger

Dr. Irfan A. Omar

Dr. Jame Schaefer

Visiting Assistant Professor

Dr. Gretchen Baumgardt

Dr. Mark Chapman

Dr. Nicholas Elder

Dr. Jennifer Henery

Dr. Matthew Neujahr

Dr. Karen Ross

Dr. Lee Sytsma

Emeritus Faculty

Dr. Michel R. Barnes

Dr. Patrick W. Carey

Rev. David M. Coffey

Dr. Michael K. Duffey

Rev. Michael A. Fahey, S.J.

Bishop Alexander Golitzin

Rev. D. Thomas Hughson, S.J.

Rev. William J. Kelly, S.J.

Rev. William S. Kurz, S.J.

Rev. John D. Laurance, S.J.

Dr. Daniel C. Maguire

Assistant Professor

Dr. Michael Cover

Rev. Ryan Duns, S.J.

Dr. Conor M. Kelly

Dr. Andrew Kim

Rev. Alexandre Martins, M.I.

Rev. Joseph Ogbonnaya

Rev. Aaron Pidel, S.J.

Dr. Jeanne-Nicole Mellon
Saint-Laurent

Rev. John S. Thiede, S.J.

Dr. Kate Ward

Adjunct Instructor

Rev. Thomas Anderson, S.J.

Rev. James T. Bretzke, S.J.

Rev. D. Edward Mathie, S.J.

Dr. Robert L. Masson

Dr. Paul Misner

Dr. John J. Schmitt

Rev. David G. Schultenover, S.J.

Dr. Wanda Zemler-Cizewski

13 Administrative Roles and Committee Assignments 2018–2019

Department Chair

Dr. Susan K. Wood, SCL

Assistant Department Chair

Dr. Julian V. Hills

Director of Graduate Studies

Dr. Joshua Ezra Burns

Director of Undergraduate Studies

Dr. Danielle K. Nussberger

Area Conveners

Dr. Sharon Pace (JCA)

Dr. Marcus Plested (HIS)

Rev. Robert M. Doran, S.J. (SYS/ETH)

Faculty Meeting Minute Recorder

Dr. Jame Schaefer

Language Liaison

Dr. Mickey L. Mattox

Library Coordinator

Dr. Jeanne-Nicole Mellon Saint-Laurent

M.A.C.D. Program Director

Dr. Gretchen Baumgardt

Team-Taught THEO 1001 Director

Dr. Joshua Ezra Burns

Advisory Committee

Dr. Joshua Ezra Burns (2017–2019)

Dr. Deirdre A. Dempsey (2017–2019)

Rev. Joseph Ogbonnaya (2018–2020)

Rev. Philip J. Rossi, S.J. (2017–2019)

Assessment Committee

Rev. John S. Thiede, S.J., chair

Dr. Joshua Ezra Burns

Dr. Jame Schaefer

Awards Committee

Dr. Irfan A. Omar, chair (spring 2019)

Dr. Andrei A. Orlov

Graduate Admissions and Financial Aid Committee (GAFAC)

Dr. Joshua Ezra Burns, chair, *ex officio*

Area Conveners

GAFAC M.A. Subcommittee

Dr. Joshua Ezra Burns, chair, *ex officio*

Rev. Alexander Martins, M.I.

Dr. Jeanne-Nicole Mellon Saint-Laurent

Rev. John S. Thiede, S.J.

Graduate Committee

Rev. Joseph Ogbonnaya, chair

Dr. D. Lyle Dabney

Dr. Mickey L. Mattox

Dr. Sharon Pace

Dr. Joshua Ezra Burns, secretary, *ex officio*

M.A. Examination Committee

Dr. Deirdre A. Dempsey, chair (JCA/OT)

Dr. Andrei A. Orlov (JCA/NT)

Dr. Jeanne-Nicole Mellon Saint-Laurent (HIS 1)

Dr. Mickey Mattox (HIS 2, fall 2018)

Dr. Ulrich L. Lehner (HIS 2, spring 2019)

Dr. D. Lyle Dabney (SYS)

Dr. Andrew Kim (ETH)

Père Marquette Lecture Committee

Rev. Joseph Ogbonnaya, chair
Rev. Robert M. Doran, S.J., editor
Dr. Andrew Kim
Dr. Andrei A. Orlov
Dr. Marcus Plested

Social Committee

Rev. Aaron Pidel, S.J., chair
Dr. Deirdre A. Dempsey
Rev. Ryan Duns, S.J.

Theotokos Lecture Committee

Dr. Mark F. Johnson, chair
Rev. Alexandre Martins, M.I.

Undergraduate Committee

Dr. Danielle K. Nussberger, chair
Dr. Deirdre A. Dempsey
Rev. Ryan Duns, S.J.
Dr. Julian V. Hills, *ex officio*
Dr. Conor M. Kelly
Dr. Andrew Kim
Rev. Alexandre Martins, M.I.
Rev. Aaron Pidel, S.J.

On Sabbatical/Leave of Absence

Dr. Conor M. Kelly (spring 2019)
Dr. Ulrich L. Lehner (fall 2018)
Dr. Irfan A. Omar (fall 2018)

14 Responsibilities of Administrative Roles and Committees

14.1 Executive Officers

Department Chair

The Department Chair assumes overall direction of departmental activities, faculty and student recruitment, departmental publicity, teaching assignments for faculty and graduate assistants, admissions procedures, routine procedures for graduate students, and serves as the Department's principal liaison with other University departments and officials.

Assistant Department Chair

The Assistant Department Chair advises the Department Chair on course scheduling, teaching assignments, grade appeals, and the organization of related data for the purposes of reporting on and evaluating the Department's academic programs.

Director of Graduate Studies

The Director of Graduate Studies serves as the primary departmental administrative contact for individual graduate students and graduate student groups, advises the Department Chair in matters relating to graduate students, and advises the Department Chair in matters relating to financial aid for graduate students.

Director of Undergraduate Studies

The Director of Undergraduate Studies is responsible for advising undergraduate theology majors and minors, teaching or assigning an instructor for the capstone course, serving as the moderator for the University's Theta Alpha Kappa chapter, coordinating the Department's pedagogical mentoring initiatives, coordinating departmental participation in undergraduate recruiting and scholarship events, and overseeing the Doherty Award competition.

14.2 Other Officers

Area Conveners

Area Conveners coordinate academic activities pertaining to their respective areas within the department, namely Judaism and Christianity in Antiquity (JCA), Historical Theology (HIS), and Systematic Theology/Theological Ethics (SYS/ETH). Regular responsibilities include graduate course projections and program revision. Area conveners furthermore coordinate doctoral admissions processes specific to applicants in their areas and represent their respective areas on the Graduate Admission and Financial Aid committee (GAFAC).

Faculty Meeting Minute Recorder

The Faculty Meeting Minute Recorder records the minutes of faculty meetings.

Language Liaison

The Language Liaison certifies the attainment of graduate student's proficiencies in all languages required by their respective programs and interprets the Department's policies and procedures relating to the fulfillment of those requirements.

Library Coordinator

The Library Coordinator serves as the Department's principal liaison with Raynor Memorial Libraries and manages the purchase of library books and resources requested by Department faculty member.

M.A.C.D. Program Director

The M.A.C.D. Program Director serves as the coordinator of the Master of Arts in Christian Doctrine program, its principal admissions officer, and the academic advisor to all its students.

Team-Taught THEO 1001 Director

The Team-Taught THEO 1001 Director coordinates the design and delivery of the department's team-taught version of THEO 1001: Foundations in Theology and supervises graduate students contributing to the course.

14.3 Committees**Advisory Committee**

The Advisory Committee advises the Department Chair in matters relating to faculty recruitment, retention, and promotion, faculty salaries, financial aid recommendations, and departmental policies and procedures.

Assessment Committee

The chair of the assessment committee collects and assessment data compiled by the Director of Graduate Studies and the Director of Undergraduate Studies and reports said data to the university. The Assessment Committee meets on an ad hoc basis to discuss departmental assessment strategies and outcomes.

Awards Committee

The Awards Committee advises the Department Chair regarding nominations of faculty members for awards sponsored by the College of Arts and Sciences and the University.

Graduate Admission and Financial Aid Committee (GAFAC)

The Graduate Admission and Financial Aid Committee establishes graduate admissions norms, coordinates the review of applications for graduate admission, reviews applications for fellowships and regular financial aid, and submits recommendations to the Department Chair.

GAFAC M.A. Subcommittee

The GAFAC Subcommittee on M.A. Admission and Financial Aid advises GAFAC in matters relating to M.A. program admissions, review applications for admission and financial aid for the M.A. program, and submits recommendations to GAFAC.

Graduate Committee

The Graduate Committee advises the Department Chair in matters relating to doctoral qualifying examination topics and boards, thesis and dissertation boards, and policies and procedures pertaining to graduate students.

M.A. Examination Committee

The M.A. Examination Committee administers and evaluates the Department's master's-level comprehensive examination.

Père Marquette Lecture Committee

The Père Marquette Lecture Committee plans the annual Père Marquette Lecture, supervises the printing of the lecture, and coordinates all events directly associated with the lecture.

Social Committee

The Social Committee procures and prepares refreshments for social gatherings following faculty meetings and other festive events.

Theotokos Lecture Committee

The Theotokos Lecture Committee coordinates of the annual Theotokos Lecture, supervises the printing of the lecture, and coordinates all events directly associated with the lecture.

Undergraduate Committee

The Undergraduate Committee advises the Department Chair in matters relating to the undergraduate curriculum, the Theology and Religion major and minor, and departmental honors.