



Doctorate in Sacred Theology

PROGRAM HANDBOOK

2022-23



Welcome

Our school, located in Berkeley, California, is an international center for the study of theology. Students join us from across the nation and around the world to prepare for a broad range of ministries and service to the Church and the world. Our students represent a wide age range of lay women and men, Jesuits in formation, and members of other religious orders.

Our work here is inspired by Pope Francis' words in a 2015 letter to the Catholic University of Argentina:



Teaching and studying theology means living on a frontier, one in which the Gospel meets the needs of the people to whom it should be proclaimed in an understandable and meaningful way....You learn so as to live: theology and holiness are inseparable....Theology is an expression of a Church which is a “field hospital”, which lives her mission of salvation and healing in the world.

As a Jesuit theology center, we take to heart the call of the Society of Jesus to labor for justice as an extension of God's mercy. As the Jesuits' 36th General Congregation put it, “reconciliation is always a work of justice, a justice discerned and enacted in local communities and contexts” (Decree 1, n. 31). Our watchwords – “living theology, transforming our world” – express our commitment to a shared future where the good news of the Gospel lives in the communities we serve.

Our distinguished faculty members are committed to achieving academic excellence, exploring the riches of the Catholic theological tradition, and helping our students appreciate the complex and fascinating ways in which faith finds a home in the many cultures around the globe. As a Jesuit school, we emphasize the social justice dimension of our faith and the Jesuit tradition of holistic education that engages all facets of the lives of our students as well as those we serve. Our students graduate prepared for leadership in the Church and society through the intellectual, spiritual, and pastoral formation they acquire here.

The Jesuit School of Theology is both a graduate school of Santa Clara University and a member of the Graduate Theological Union (GTU), a vibrant consortium encompassing eight graduate schools of theology in the Bay Area, most of them within a few minutes' walk of our own campus in Berkeley. In addition, our education is enhanced by the GTU shared doctoral research library, our close relationship with the nearby University of California, and our proximity to the artistic and cultural diversity of the San Francisco Bay Area. In this context, our school has received the Vatican's approval to grant licentiate and doctoral degrees that bring with them the Holy See's recognition wherever our graduates of these two programs minister throughout the world.

We invite you to make your distinctive contribution to our academic and faith community, as together we enliven faith, promote reconciliation, labor for justice, and participate in God's mercy.

In Christ,

Joseph G. Mueller, S.J.
Dean, Jesuit School of Theology

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For Master's Thesis and Doctoral Dissertation Submission Guidelines for the Graduate Theological Union and Santa Clara University, please see [office of the registrar's page](#).



Introduction

Doctorate in Sacred Theology

The Doctorate in Sacred Theology (STD) is the highest Roman Catholic ecclesiastical degree in advanced theological study, and is intended to further students' theological expertise in preparation for scholarly careers in service to the Church. In keeping with the intellectual tradition and apostolic priority of the Society of Jesus, the program cultivates a critical fidelity to the Roman Catholic tradition, in service of the faith that does justice. It enables students to understand the interplay between faith and culture, preparing them to address theological and pastoral issues that emerge in diverse cultural contexts. The STD is the third cycle in the program of ecclesiastical degrees (*Veritatis Gaudium*, part VII, articles 47-50), intended to complete the scientific theological formation, especially through the writing of a doctoral dissertation.

The Jesuit School of Theology of Santa Clara University offers the Doctorate in Sacred Theology (STD) in the following broad disciplinary areas:

- Biblical Studies (Old and New Testament)
- Moral Theology and Ethics
- Missiology
- Sacramental and Liturgical Studies
- Christian Spirituality
- Systematic Theology

Students' progress through the STD degree is guided by the academic advisor, who generally serves as the dissertation director; and the STD Program Director. Students are encouraged to meet regularly with their director to assure that they are making satisfactory progress toward completing the degree. This handbook presents program requirements to earn the STD degree as well as protocols and forms. All forms for the STD program can be found at the end of this handbook or on the JST website at: [Office of the Registrar](#).



Goals and Objectives

Goal I: Students will acquire a depth of knowledge, practical skills, and strong preparation for research and teaching within a particular area of concentration, and hone these in preparation for scholarly careers in service to the Church.

Objectives:

- A. Students will be able to employ the hermeneutical principles and research methods germane to their selected area of concentration.
- B. Students will gain an advanced level of mastery with respect to their selected area of concentration.
- C. Students will possess the linguistic skills appropriate to their field of study.
- D. Students will develop the capacity for doing original and careful research within their area of concentration.
- E. Students will develop teaching skills.
- F. Students will be able to relate their academic studies to the advancement of the Church's mission in the world.

Goal II: Students will develop a critical fidelity to the Roman Catholic tradition, in service of the faith that does justice.

Objectives:

- A. Students will employ historically and philosophically informed knowledge of the tradition in assessing theological positions.
- B. Students will integrate the perspective of the poor and the marginalized in their reflection on theological and pastoral issues.

Goal III: Students will recognize the interplay between faith and culture in addressing theological and/or pastoral issues that emerge in diverse cultural contexts.

Objectives:

- A. Students will incorporate skillful socio-cultural analysis into their reflection on theological and pastoral issues.
- B. Students will locate theological and pastoral issues in the cultural contexts in which they emerge.

Admission to the STD Program

To complete the application to the STD program, applicants must:

- Submit a completed application, which is generally submitted online through the JST admission site, at <https://slate.scu.edu/apply/>.
- Submit a statement of purpose designating the intended field of concentration and stating reasons for choosing the program as well as how the STD will support subsequent career plans.
- An official transcript documenting an earned Licentiate in Sacred Scripture (SSL) or Licentiate in Sacred Theology (STL). Note: the SSL or STL with a Grade Point Average not less than 3.7 is a prerequisite for admission.
- Arrange for two letters of recommendation, preferably from a recent professor or instructor, which address the applicant's academic qualifications for the STD.
- Evidence of proficiency in (1) Latin; (2) one modern language (other than the students' first language) which is suitable for theological research in the intended area of study; and (3) for Biblical Studies applicants, one Biblical language. A transcript documenting coursework or a language translation exam is generally sufficient.
- Submit one major research paper from the SSL or STL Program, which demonstrates the applicant's research and writing abilities.
- Students whose first language is not English must submit TOEFL (Test of English as a Foreign Language) scores, including scores for the reading, writing, and speaking portions of the examination. Applicants who have successfully completed a degree program where English is the medium of instruction may petition for a waiver of the TOEFL exam.

NOTES:

- Preference for admission will be given to applicants from Africa, Asia and Latin America. Applications from persons from other regions of the world are welcome and will be given serious consideration. Students accepted into the STD program may defer matriculation for one-year without being required to re-apply.
- Successful applicants to the STD program will generally *not* be awarded advance standing for credits earned at other institutions.

Degree Requirements

To earn the STD degree, students must complete all of the requirements listed below:

1. Complete the term of residency which is generally 4 semesters of full-time enrollment at JST.
2. Complete all requirements for the STD degree within five calendar years of first enrollment.
3. Specialize in one of the following concentration areas: Biblical Studies (Old and New Testament); Moral Theology and Ethics; Missiology; Sacramental and Liturgical Studies; Christian Spirituality; or Systematic Theology.
4. Complete a diagnostic interview during the first semester of study. The interview, which the student should arrange, will be conducted by her or his academic advisor/dissertation director and the STD program director and should cover such topics as future professional aspirations, academic and disciplinary strengths and weaknesses coming into the program, course work, needed languages, possible dissertation topic and potential committee members, and projected timeline. The advisor should write a summary report letter and send it to the director, registrar, and student for their files.
5. Complete four courses, at the 4000 level or above, during the first year of STD studies. Students in the Spirituality concentration must complete five courses. Note: Students may upgrade the course content and assignments of a 2000 or 3000 level course to meet the STD advanced course requirements. (Generally, a research paper of 15 pages or more is required, as well as other expectations spelled out in the upgrade form.) [See Forms - Special Reading Course - SRC \(8888\).](#)
6. Achieve at least a B- or better in each course taken for a grade and at least a 3.0 Cumulative GPA. Except for the Research Practicum, students may not opt for a pass/no pass grade.
7. Engage in ministerial work for the duration of their program and enroll in the Research Practicum, FE 4401, every semester. FE 4401 includes theological reflection on ministry (principally the ministry of teaching) and discussion of students' research progress.



Degree Requirements (continued)

8. Demonstrate proficiency in one additional foreign language (other than English and other than the language proficiency achieved for the STL). See [FORMS – Language Proficiency Forms](#).

- Required languages must be approved by the student's advisor and dissertation director. They are normally drawn from primary/secondary sources that are used for scholarly research in theology and religious studies. Other languages may be considered if relevant to the dissertation research.
- Language proficiency is demonstrated by:
 - passing a written language proficiency exam offered by the GTU, by the University of California (Berkeley), or by JST;
 - four semesters of undergraduate language study with a B in the final semester;
 - one semester of full-time graduate study in a foreign university in which the language of certification was used for instruction and written work, and for which the student earned the equivalent of a B grade;
 - or, in certain cases, orally.

NOTE: Students must complete all language requirements prior to submitting their dissertation proposal.

9. If not completed as part of a prior degree program, pass written comprehensive exams (see the Comprehensive Exam Requirements on page 9) with a one-hour oral defense in the following three areas: a general examination (closed book exam), a topical examination (closed book exam), and a specialization examination or extended research paper. In the semester in which they take comprehensive exams, students must register for STD 6600 Comprehensives (6 credits). Students will not be allowed to submit a dissertation proposal unless they have completed their comprehensive exams.

10. Register for at least six (6) credits of registration in STD 6601 Dissertation Preparation. Please see the Dissertation Requirements on pages 11 and following.



Faculty Roles to Advise Students

Faculty members play a number of roles for students in addition to teaching.

Academic advisor

All students have an academic advisor. Faculty advisors must be permanent faculty (tenured, tenure track, senior lecturer or lecturer). Academic advisors guide students as they pick courses to meet degree requirements. Generally, the academic advisor is in the student's area of concentration. Students should meet with their academic advisor during each registration period (early registration and regular). The advisor will help the students pick classes, set up SRCs, and consult with the student in case of academic questions and difficulties (incompletes, accommodations, pass/no pass, or leaves of absence). The academic advisor is the first faculty member the student should consult on any academic matter.

Dissertation or thesis advisor

This faculty member guides STL, STD, THM, MA and/or MTS students during the completion of their major paper. This professor also guides students as they prepared for doctoral comprehensive exams. The thesis advisor must be qualified with academic expertise in the student's concentration area. This expertise will be complemented by readers' expertise when the thesis readers are selected. Very often the thesis advisor is also the academic advisor, but not always. The thesis advisor is responsible for keeping the student moving toward completion of the project and, in consultation with the readers, determining if the student's thesis meets the requirements for earning the degree. The thesis advisor will consult with the Program Director and then the Associate Dean when necessary about a student's work and progress toward degree.

Initial Academic Advisor

Students are assigned an initial academic advisor during the application process. All applications for degree programs are reviewed by at least four people: the Assistant Dean of Enrollment, the Program Director, the Associate Dean and the Dean. The Director of Ministerial Formation reviews M.Div. applications. The Director of the Renewal Program reviews those sabbatical applications and advises all participants in the program. The Director of Academic Advising and Writing generally advises all MTS online students.

For degrees that include a thesis, the Program Director may invite one or more faculty members in the applicant's area of interest to review the file and to indicate whether or not they are willing to serve as the initial academic advisor. Particularly for the STL and STD, the academic advisor is likely to serve also as the thesis advisor. The Associate Dean assigns the academic advisor and the Dean makes the final determination of admission based on input from all reviewers.

Faculty Roles to Advise Students (continued)

Changing Advisors

Changing Academic Advisors

For reasons of personality, expertise or availability, students sometimes need to change advisors. This begins as an informal process where the student consults the current academic advisor, other faculty members who might serve as academic advisor and the Program Director. If everyone agrees, the student will email the Associate Dean a request to change advisors, copying the current advisor, the new advisor and the Program Director. If there is some uncertainty or difficulty consulting with the current advisor, students should consult with the Program Director who can help them identify a new advisor. Changes will be shared with the Registrar who tracks academic advisors.

Changing Thesis or Comps Advisors

If a student is finding difficulty working with a current thesis advisor, s/he should first consult with the advisor directly to discuss difficulties. The Program Director is available to help negotiate difficult conversations and suggest paths forward. If it is not possible for the student and the thesis advisor to continue working together (because of content developments, availability or interpersonal matters), the student should work first with the Program Director to identify a suitable director. Then the Program Director should make a formal recommendation to the Associate Dean to change thesis advisors, which are usually honored.

Temporary Advisor Changes

When a thesis advisor or an academic advisor is on leave, it is the advisor's responsibility to:

- Help the student make preliminary selections for classes for one or two semesters in advance.
- Help the student to identify a substitute advisor and notify the Program Director about the arrangement.



NOTE – If no other arrangement has been made, the Program Directors shall serve as the advisor for the students in their programs when faculty members are on leave.

Comprehensive Examination Requirements

STD students should consult with their academic advisor to determine when they are ready to take the comprehensive exams. The exams must be completed before the student can submit a dissertation proposal. The general procedures for comprehensive exams are as follows:

1. Students must register for six (6) credits of STD 6600 Comprehensives for the semester in which they take comprehensive exams.
2. Academic advisors or dissertation directors are responsible to coordinate comprehensive examinations and administer them to their respective students.
3. The faculty in the area of concentration will design the procedures and bibliographies for the examinations in their areas. However, academic advisors should consult with students about their particular areas of interest and the theologians who are of most importance to them.
4. Examinations will be administered by the academic advisor, with assistance from the Associate Dean's Office. The faculty in the area of concentration will designate two readers for the examinations; the academic advisor is eligible to, but need not, serve as a reader.
5. The written comprehensive exam covers two days, students generally having three hours per day to write; students whose native language is not English may petition for an extension of time to 4.5 hours per day.
6. An oral comprehensive will be required in all circumstances; this will be a one-hour oral with the readers incorporating the content of all written exams and time permitting, include some relevant aspects in terms of focusing the dissertation topic.
7. The two possible grades for the comprehensive examinations are pass and no pass, as determined by a majority of the board. The academic advisor is responsible for communicating the results of the exams to the Registrar and the student.
8. If a student does not pass the comprehensive examination, one further attempt may be undertaken, but no sooner than 90 days after the first written examination.



Satisfactory Academic Progress While In Continuing Registration Status

Generally, Satisfactory Academic Progress for STD students is governed by the Academic Policies and Procedures, posted on [JST's website](#). This policy pertains only to students who are in continuing registration status.

- While a student is in continuing registration for the STD program, the thesis or dissertation director must certify by the last week of classes in each semester that the student is making satisfactory academic progress. This determination will be based on: (a) the depth of contact between the student and his/her director; (b) the student's adherence to a research plan, if applicable; and/or (c) the student's progress in drafting, editing and polishing the thesis or dissertation.
- If the student is not making satisfactory academic progress, the Associate Dean will place the student on academic probation, informing the Registrar, the director and the student of this change in status. Students on academic probation will not be eligible for institutional aid from the school.
- Students who are on academic probation will be permitted to enroll in one additional semester of continuing registration in order to make progress toward their degree. If any student does not make satisfactory progress during the semester on academic probation, the Associate Dean will consult with the student's director to determine whether to dismiss the student for academic reasons or to continue the student and on what terms. The student, the director, and the Registrar will be informed of the outcome of the determination.



Dissertation Requirements

This section describes in greater detail the process and requirements for completing the dissertation for the STD degree. The major steps are demonstrating research readiness, the formation of the dissertation committee, the submission of the proposal, the completion of the dissertation and defense, and the final submission of the dissertation to JST, SCU and the GTU.

1. Research Readiness:

To ensure that students are given concrete, constructive feedback early in their STD Program, there will be a Research Readiness Review of each student generally at the beginning of the third semester of enrollment.

- The STD Program Director will send a letter of notification to every student who must meet the Research Readiness Review. The Director will direct such students to arrange an appointment with their academic advisor at the beginning of the semester. A copy of the letter will be sent to the academic advisor and the Registrar.
- Students should request that professors in TWO courses submit an evaluation of a paper of at least 20 pages completed in the professors' respective courses. Note: Students who earned the STL at JST need only submit ONE form to be completed by a faculty member other than the person who directed the student's STL thesis/paper. Students who completed the STL at another institution may, with the advisor's approval, submit their STL thesis for Research Readiness Review by a JST faculty member, and submit one other paper for review.
- Using the Research Readiness Form, faculty members will evaluate the student's paper and forward the completed form to the student's academic advisor.
- The academic advisor, in conjunction with one other faculty member, evaluates the review materials with particular attention to identifying strengths and weaknesses, and to offering suggestions for addressing the weaknesses and promoting the strengths. The academic advisor will communicate the substance of this evaluation to the student in writing and to STD Program Director.
- The Research Readiness forms, the graded papers provided by the student and the academic advisor's evaluation will become part of the student's research readiness file, which is maintained in the JST Registrar's Office. The academic advisor is responsible for gathering and submitting the materials.
- Successful completion of this research readiness review is required before the students submit their dissertation proposal.

Dissertation Requirements (continued)

2. Forming the Committee:

- All STD dissertations will be directed by a committee of three scholars, the chair of which must ordinarily be a member of the JST full-time permanent faculty and will serve as the dissertation director.
- Working with the dissertation director, the student will choose two other committee members, who have expertise in the proposal subject matter, at least one of whom is also a fulltime JST faculty member. The third reader may be from JST, or from an accredited university or graduate theological school other than JST.
- With approval from their dissertation directors, students may request approval for other qualified readers from the Associate Dean, submitting a *curriculum vitae* with this petition.

3. Dissertation Proposal:

All students must submit a dissertation proposal before commencing work on the dissertation. See [FORMS – Dissertation Proposal.](#)

A dissertation proposal should adhere to the following guidelines:

- The proposal should be 5-7 double-spaced pages (excluding the bibliography) with one-inch margins and 12 point readable type. Footnotes should appear at the bottom of the appropriate page(s). The proposal should include the following sections and accompanying headings in the following order:
 - **Title page:** (Should include not only student name and proposed title of the dissertation but also the name of the director, readers, and the date the proposal is being submitted). Names of director and that of readers may only appear if they have read and given their approval to the proposal in its present form.
 - **Introduction:** Introduce your topic and why/how you became interested in it.
 - **Scope and Nature:** Situate the topic in the field of discourse in which it is located/give its context/background (internal boundaries); indicate the history of this topic in prior literature; that is, to what conversation are you trying to make a contribution? Indicate the limits of your work, things that won't be covered that might be expected (external boundaries).
 - **Thesis Statement:** In one or two sentences, state what the work will attempt to demonstrate or accomplish (that is, if not accomplished, the dissertation changes drastically). Put another way, indicate the question (a gap, a problem, a puzzle to be solved) your thesis will attempt to answer: Then state the claim you will defend: your argument/thesis as answer to the question.

Dissertation Requirements (continued)

- **Methodology:** Explain the theoretical frameworks and specific methodological tools that will be used for research and/or analysis. This is not a question about how the text/research will be organized.
- **Significance:** Discuss the significance of the work within the discipline and possibly other communities (religious, local, political, national, etc.) and possibly for the scholar. That is, why is this work important? What difference will it make and to whom?
- **Chapter Outline:** Give a clear indication of what each chapter of the dissertation will include. (NOTE: the chapter outline must comply with the spacing requirements of the proposal, i.e. that it is double- and not single-spaced text.)
- **Short Bibliography:** In addition to the 5-7 page proposal, the student must include a short bibliography (no more than 4-6 pages) consisting of the most significant works/materials that will be used in the research/work, preferably arranged by topical heading. Students should include references in languages other than English when appropriate.
- The dissertation proposal must be written in English, although the dissertation may be written in other languages familiar to the director and committee.
- A yearly appointed committee of three faculty members, one being the program director, will be assigned to review and approve each dissertation proposal after it has been approved by the Dissertation Director and the readers on the committee. The Dean will appoint faculty members to serve on this committee. The Committee will review proposals and determine whether to approve, reject or recommend a revised proposal, providing brief feedback to the student via the dissertation director. For the present, the faculty approval committee should use the GTU's "Dissertation Proposal Evaluation Form" which appears in this handbook's form section.
- The dissertation director will inform the JST Registrar when a proposal receives approval, making sure that the necessary "Dissertation Proposal Approval" form is signed and submitted (see forms sections of this handbook).

4. Writing and Defending the Dissertation:

- The STD dissertation should ordinarily not exceed 100,000 words or 250 pages in length, including notes, bibliography and appendices. It should be typed double-space with letter quality printing following The Chicago Manual of Style/Turabian Manual for Writers.

Dissertation Requirements (continued)

- Students must submit all completed chapters for review to their dissertation director before circulating them to members of the dissertation committee. Some readers will prefer to see the entire first draft when it is ready, others, with the approval of the director, will opt to read the dissertation chapter by chapter.
- When the director deems the dissertation ready for oral defense, s/he will seek agreement from all committee members that the dissertation is defensible in their professional academic judgment before directing the student to schedule the defense.
- Students must register for at least six (6) semester units of STD 6601. They will continue to register in STD 6601 thereafter, with enough units to remain full time, until they move into Continuing Registration status.
- Upon receiving approval to defend the dissertation, it is the student's responsibility, under the supervision of the advisor, to schedule the defense on the JST campus. The student will defend her/his dissertation in a session with the committee, open to the academic community of JST and GTU faculty and students. The grade (and honors, if any) will be communicated to the student after the defense. After passing the defense, the student will have an opportunity to give a public lecture on their dissertation in an event organized by JST to share the fruit of their scholarship to the public.
- The defense is generally scheduled for two hours at a date agreed upon by all the members and at least two of the three readers must be present in person. (The third reader may be present by means of a conference call, Zoom, or Skype, the expense of which is to be borne by the student.)
- The defense must be scheduled at least three weeks prior to the proposed defense date.
 - Students must work with the Administrative Assistant in Academics to schedule a room at JST, submit an abstract, and make provisions for publicizing the event in a public manner.

The defense will be conducted as follows:

- At the beginning of the defense, the student will have between 15 to 20 minutes to explain the content of the dissertation to the assembled group.
- The committee will have appropriate time to question the student both individually and as a group.
- Once the committee has finished its own questioning, the chair of the committee may invite questions from the audience. This public question period should not last more than about 10 minutes.

Dissertation Requirements (continued)

- Once public questioning is completed, the committee meets privately for post-defense deliberations. During this deliberation, the committee determines the following matters:
 - The committee determines whether the student's dissertation with oral defense is passing, meaning that the student's work demonstrates that he or she has met the Goals and Objectives of the STD degree. Each member of the committee completes a separate ballot; the director collects the ballots and returns them to the Registrar by the end of the day of the defense. Students must inform the Director of Marketing and the Assistant Dean of Student Life to request that the defense be publicized in the appropriate manner.
 - The committee determines if revisions must be made to the written dissertation. When submitted, major revisions to the dissertation must be approved by the whole committee. It is the dissertation director's responsibility to assure that major revisions receive appropriate approval. Minor revisions need to be approved by the director only.
 - The committee determines whether to award honors. See part 5, following, regarding the award of honors.
 - During the post-defense meeting, the director will assure that all appropriate forms are completed and signed, i.e., the STD ballots and the form for award of honors.
- After their deliberations, the dissertation committee reconvenes the oral defense. The director will publicly announce whether the student has passed the STD or not. *The director will not announce whether or not honors have been awarded.*



Dissertation Requirements (continued)

5. Honors and Revisions:

The granting of honors (if any) will be considered *after* dissertation is satisfactorily defended as determined by the dissertation committee. The decision to confer honors must be agreed unanimously by the whole committee, based on the quality and creativity of the written work and the quality of performance at the oral defense and not taking into account the student's GPA. The committee will NOT announce publically at the dissertation defense whether or not the candidate has been awarded honors. The chair of the committee must inform the student of the committee's deliberation about honors within 24 hours after completion of the defense, copying the Registrar and the STD Program Director on the notification.

STD Dissertation may be awarded honors as follows:

- *Pass*: Dissertation is accepted with major or minor revision and *satisfactory* performance at the oral defense.
- *Pass cum laude*: Dissertation is accepted with no or little revision and *outstanding* performance at the oral defense (equivalent to A- grade).
- *Pass magna cum laude*: Dissertation has the *potential* for publication and *excellent* performance at the oral defense (equivalent to A grade).
- *Pass summa cum laude*: Dissertation constitutes a substantial contribution to the field and *exceptional* performance at the oral defense (equivalent to A+ grade).

6. Filing of the Dissertation:

- For style, formatting, copies and other requirements for submission of STD dissertation, please see the [Master's Thesis and Doctoral Dissertation submission guidelines](#) and [associated forms](#) here and available online on the Registrar's page at <http://www.scu.edu/jst/academics/registrar..>
- **Filing Deadline**: STD dissertations must be defended, graded, corrected, signed, approved by the GTU Library and submitted to the Registrar for May graduation with all fees paid by the **first Monday in May** and for Fall graduates by **the late registration deadline** for Fall Semester registration.

Approved by the JST Academic Council on May 14, 1997; edited and re-approved on February 13, 2002; Research Readiness Evaluation modified and approved on September 10, 2008. Additional modifications, as approved by Academic Council, were made in Spring/Fall 2009, Fall 2017, and Fall 2018.

GRADE REPORT

Doctorate of Sacred Theology

Student's Name:

Instructions to the Student:

1. Fill in your name and thesis title.
2. Give one copy to each thesis reader or project committee member including the director.

Dissertation Title:

Instructions to Director and Readers:

1. Please check one of the following grade options.
2. Return the signed form to the JST Registrar

Pass with No Revisions **Returned for Major Revisions** **Pass with Minor Revisions**
 Does Not Pass

*If the student must make major revisions in the dissertation before it is finally approved, each examiner will be required to submit a new Grade Report form once the dissertation is in acceptable form.

Honors and Revisions:

The granting of honors (if any) will be considered *after* dissertation is satisfactorily defended as determined by the dissertation committee. The decision to confer honors must be agreed unanimously by the whole committee, based on the quality and creativity of the written work and the quality of performance at the oral defense and not taking into account the student's GPA. The committee will NOT announce publicly at the dissertation defense whether or not the candidate has been awarded honors. The chair of the committee must inform the student of the committee's deliberation about honors within 24 hours after completion of the defense, copying the Registrar and the STD Program Director on the notification.

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- **Pass magna cum laude:** Dissertation has the *potential* for publication and *excellent* performance at the oral defense (equivalent to A grade).
- **Pass summa cum laude:** Dissertation constitutes a substantial contribution to the field and *exceptional* performance at the oral defense (equivalent to A+ grade).

Distinction: The dissertation committee unanimously recommends that, in addition to having completed the dissertation and passed the oral defense, this student be granted the following level of distinction:

The **Dissertation Director** should check one, as appropriate:

No recommendation Cum Laude Magna Cum Laude Summa Cum Laude

Name of Examiner (Please print):

Signature of Examiner:

Date

JESUIT SCHOOL OF THEOLOGY

Special Reading Course (8888) - Upgrade Form

Student's Name

Degree Program

Register for the lower-level class on eCampus. (MA students register for SRC 8888 in SONIS). Submit a copy of this form for each SRC to your registrar, **BY FRIDAY THE FIRST WEEK OF CLASS**. If the form is not submitted by this deadline, a Change of Enrollment form will also be required and the regular Change of Enrollment fee will be charged.

Academic Year

Term

- Fall
- Spring
- Intersession

Number of Units

- 3.0
- 1.5
- Other

Grade Option

- Pass/Fail
- Letter Grade

Method of Evaluation

(Check all that apply)

- Written/Oral Reports
- Paper/Exam
- Other

Original
Course
Number

Original
Course
Title

Faculty
Name

Faculty
School

Objectives (include attachment if needed)

Please indicate what extra work you and the instructor have agreed upon to make this course a 4000 level course. *Please see the reverse side for additional information about upgrading a course.

Outline or Bibliography (include attachment if needed)

Faculty Signature: _____

Date: _____

Advisor Signature: _____

Date: _____

Associate Dean Signature: _____

Date: _____

Student's Name _____

I.D. #: _____

(To be submitted to your Professor with your research paper)

Course Number & Name: _____

Semester & Year: _____

Paper Title: _____

Paper Length: _____

Date Submitted: _____

Grade: _____

Student's JST Academic Advisor: _____

Dear Professor: The above named student is writing a scholarly research paper in your course. Please enter the grade for the paper above, complete the back of the form, and send it to the student's Academic Advisor at the Jesuit School of Theology.

The purpose of the form is to aid the Academic Advisor in evaluating the student's current level of competence in research writing and to identify strategies for promoting further growth in preparation for writing a dissertation for a Doctorate in Sacred Theology. Your candid evaluations will be most helpful. Feel free to add further commentary. If you have questions, contact the STD Program Director, Jesuit School of Theology, (510) 549-5000.

How do you assess the student's potential for doing scholarly research and writing? Please consider some or all of the following elements: the student's ability to make adequate use of the English language; to perform basic research; to present differing positions and arguments clearly and fairly; to employ primary and secondary sources. Moreover, if possible, assess the student's familiarity with current theological and religious journals, and with the breadth of library resources. How well does the student conceptualize and define a topic; organize writing with a focus. Is the student conversant with established documentation procedures for foot/endnotes and bibliographies? What skills require further development?

Please return this form to the student's Academic Advisor. Thank you for your cooperation!

For each item, please check the box of the most appropriate response category.

1. Fulfills scholarly standards
2. Satisfactorily meets scholarly standards
3. Does not meet scholarly standards
4. Unable to discern

1 2 3 4

1. Adequate use of English language: grammar, diction, style, etc.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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2. Demonstrated ability to perform basic research.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

3. Demonstrated ability to state differing positions and arguments clearly, fairly and evenhandedly.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

4. Ability to employ primary resources.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

5. Ability to employ secondary or critical sources.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

6. Familiarity with current theological & religious journals.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

7. Familiarity with the breadth of library resources.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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8. Ability to conceptualize and define a topic.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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9. Skill at organizing writing with a focus & according to a visible structure.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

10. Knowledge of proper footnote/endnote or other documentation procedures.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

11. Neat, clean, professional looking work.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

12. Potential for future achievement in scholarly research and writing.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

Professor Name (Please print): _____

Professor Signature: _____ Date: _____



PETITION FOR LANGUAGE CERTIFICATION

S.T.D.

Doctorate of Sacred Theology

Student's Name _____

Requirement: Students will need to establish proficiency in an additional modern language suitable for theological research other than English and other than the modern language for the STL. Students in Biblical Studies must also establish proficiency in Greek or Hebrew, the biblical language not presented for admission to the program.

To fulfill the modern language requirements (and biblical language requirements for those specializing in biblical studies) for the S.T.D. program, language proficiency may be demonstrated by successfully completing:

1. Oral examination.
2. GTU Language Examination.
3. Evidence of the completion of this language requirement at another school. This evidence may be in the form of a transcript notation (make sure the JST Academic Dean's Office has a copy), or in some other form acceptable to the JST Academic Dean.
4. By transcript: Completion of the second year of college course work in the language, with a grade not less than B (3.0); such course work must be completed not more than seven years prior to matriculation at JST.
5. One semester of full-time graduate study at a university in which the language being requested for certification was used for instruction and written work, and for which the student earned the equivalent of a B grade. In the case of English, the certification must be obtained prior to matriculation at JST.

Please indicate below in which language you plan to demonstrate proficiency, and by which of the above means:

LANGUAGE(S): _____

HOW WILL YOU DEMONSTRATE PROFICIENCY? _____

WHEN & WHERE THIS REQUIREMENT WAS OR WILL BECOMPLETED: _____

Signature _____

Date _____

OFFICE USE ONLY

Certification signature: _____ Date: _____

GRADE REPORT FORM

Doctorate of Sacred Theology

Student's Name: _____

Examiners Names (Please Print): _____

: _____

Instructions to Comprehensives Committee:

Please check one of the following grade options and return form to the JST Registrar's office.

Note: The grade must be agreed on by both members of the committee.

Pass

Does **Not** Pass

(1) Signature of Faculty Examiner

Date

(2) Signature of Faculty Examiner

Date

Student's Name: _____

Proposal Title: _____

Date of Submission: _____

Dissertation Director: _____

Dissertation Committee/Readers: _____

Faculty Approval Date: _____

Student's Signature

Date

Dissertation Director's Signature

Date

S.T.D. Faculty Committee Chair

Date

Received by JST Associate Dean

Date

Dissertation Proposal Evaluation Form

Graduate Theological Union

Revised: 11/28/2017

Student: _____ **Reviewer:** _____

Date: _____

This student's dissertation proposal:

	Unacceptable	Below expectations	Meets expectations	Exceeds expectations
Clearly states its thesis in one or two sentences that indicate what the dissertation will demonstrate or accomplish.				
Delineates a coherent scope and appropriate boundaries for a well-defined project in a specified field.				
Locates its project in appropriate scholarly literature.				
Demonstrates intellectually and methodologically rigorous scholarship within appropriate theoretical frameworks.				
Supports the stated purposes of the project with a sound research method.				
Analyzes its material critically.				
Uses language that demonstrates command of the discipline, but is sufficiently jargon-free to be accessible to a broad range of scholars in theology and religious studies.				
Engages bibliography and issues which open the project to perspectives beyond the author's religious and scholarly tradition.				
Employs successfully the linguistic skills appropriate to the project, with at least three bibliography entries in languages other than English.				
Clearly states its significance by clarifying the dissertation's distinctive contribution within the discipline and possibly other communities (religious, local, political, national, etc.), and the student's role as author.				
Critically engages a university research discipline to provide an additional theoretical or critical dimension to its work.				

GRADE REPORT

Doctorate of Sacred Theology

Student's Name:

Instructions to the Student:

1. Fill in your name and thesis title.
2. Give one copy to each thesis reader or project committee member including the director.

Dissertation Title:

Instructions to Director and Readers:

1. Please check one of the following grade options.
2. Return the signed form to the JST Registrar

Pass with No Revisions **Returned for Major Revisions** **Pass with Minor Revisions**
 Does Not Pass

*If the student must make major revisions in the dissertation before it is finally approved, each examiner will be required to submit a new Grade Report form once the dissertation is in acceptable form.

Honors and Revisions:

The granting of honors (if any) will be considered *after* dissertation is satisfactorily defended as determined by the dissertation committee. The decision to confer honors must be agreed unanimously by the whole committee, based on the quality and creativity of the written work and the quality of performance at the oral defense and not taking into account the student's GPA. The committee will NOT announce publicly at the dissertation defense whether or not the candidate has been awarded honors. The chair of the committee must inform the student of the committee's deliberation about honors within 24 hours after completion of the defense, copying the Registrar and the STD Program Director on the notification.

STD Dissertation may be awarded honors as follows:

- **Pass:** Dissertation is accepted with major or minor revision and *satisfactory* performance at the oral defense.
- **Pass cum laude:** Dissertation is accepted with no or little revision and *outstanding* performance at the oral defense (equivalent to A- grade).
- **Pass magna cum laude:** Dissertation has the *potential* for publication and *excellent* performance at the oral defense (equivalent to A grade).
- **Pass summa cum laude:** Dissertation constitutes a substantial contribution to the field and *exceptional* performance at the oral defense (equivalent to A+ grade).

Distinction: The dissertation committee unanimously recommends that, in addition to having completed the dissertation and passed the oral defense, this student be granted the following level of distinction:

The **Dissertation Director** should check one, as appropriate:

No recommendation Cum Laude Magna Cum Laude Summa Cum Laude

Name of Examiner (Please print):

Signature of Examiner:

Date

**FORM FOR TITLE PAGE OF THESIS, DISSERTATION, PROJECT, SYNTHESIS
PAPER, or EXTENDED RESEARCH PAPER**

----- (Title in CAPS) -----

A (*dissertation, thesis, project, synthesis paper, or extended research paper*) by

----- (Your Name) -----

presented to

The Faculty of the

Jesuit School of Theology

of Santa Clara University

in partial fulfillment of the

requirements for the degree of

-----(Degree)-----

Berkeley, California

---(month & year of filing)---

Committee Signatures

(Type first and last name below line), Director Date

(Type first and last name below line), Reader Date

(Type first and last name below line), Reader Date