



# Master of Theology

## PROGRAM HANDBOOK

### 2022-2023



# 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' 36<sup>th</sup> 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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## Forms



# Program Guidelines

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## Introduction

The Master of Theology program is a one-year program in advanced theological studies. Students requesting admission to the ThM program must have an earned Master of Divinity (MDiv), a Master of Theological Studies (MTS), or a Master of Arts in Theology (MA). The ThM is intended to focus students toward an area of specialized interest. 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.

## Goals/Objectives

**Goal I:** Students will acquire a depth of knowledge and practical skills within a particular area of concentration.

**Objectives:**

- A. Students will be able to employ the hermeneutical principles and research methods germane to their selected area of concentration.
- B. Students will be able to marshal what they learn about their area of concentration in addressing a particular issue or problem.

**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.

## Advanced Standing

A student who has taken advanced graduate courses in theology not longer than six years prior to registration may petition for advanced standing in JST's ThM program. This petition may be included with the Application for Admission, or it may be submitted during the first semester of study at JST. No more than six units of advanced standing can be applied for the Master of Theology program. These units must be from courses which cohere with the courses taken at JST as a specialization.

No units will be transferred which have already been counted toward another degree. No units will be considered for transfer that are not from accredited institutions of higher learning or were not attained at a graduate level, or received a grade of less than a B.

Students formerly in the JST Master of Divinity program may petition to transfer courses completed during the program provided that the courses were completed in the final year of the program, were taken at an advanced level with a grade of B- or better, and were not counted toward the M.Div. degree. See FORMS – [Petition to Transfer Coursework](#).

## Degree Requirements

A student may expect to complete the Master of Theology degree in one academic year, but must complete the program within two calendar years from the date of initial registration in the program.

## Program Focus

Students in the Master of Theology program will be expected to select a focus for their studies. For example:

- A. Students opting for a research ThM will focus their studies toward a deeper personal knowledge and scholarly advancement in some particular area of the theological disciplines. Such students will be expected to write a thesis.
- B. Students opting for a pastoral ThM will focus their work toward the communication of the Christian Gospel. Pastoral ThM students may opt to do a project rather than a thesis.



## ThM Program Requirements

- Students must complete 18 semester units of coursework at the 4000 level or above.
- All courses must contribute directly to the student's area of specialization. ThM degree candidates who choose a more pastoral emphasis may apply a maximum of 6 units of field education or special reading course project work toward the 18 units of course work.
- Of these 18 units, students must take RS 2092: Culture, Context, and Lived Religion, upgraded to the 4000 level (3 units), or some other course that teaches the same content as approved by the Program Director, to meet Goal III, Objective A.
- Students may upgrade the course content and assignments of a 2000 or 3000 level course to meet the ThM advanced course requirements. (Generally, a research paper of 15 pages or more is required.) See [FORMS – SRC 8888 \(Upgrade Form\)](#).
- Language requirements may be assigned at the beginning of the program as appropriate to the area of specialization. Coursework to attain mastery of a language will not be credited to degree requirements.
- A grade point average of at least 3.0 must be maintained. Students are not allowed to take courses as pass/no pass.
- In addition to coursework, students must complete a thesis of 75 pages, or a project of comparable scope.
- The student must register for 6 units of either research or project work in MA 5000 for their final semester of academic work. The grade for MA 5000 will include the student's achievement for the thesis project and the oral presentation, if any. See below for Thesis Process.
- During their last semester of residence in the ThM program, students must register for 1 credit of FE 4402 and take an online integration seminar.
- The ThM thesis/project proposal is due no later than the last day of class in the semester prior to expected graduation. See [FORMS – ThM Thesis Proposal](#).
- ThM thesis/projects must be completed by April 15 and the Grade Form filed with the Registrar's Office no later than April 30 in the spring semester, or comparable dates in the fall semester.
- Ordinarily students will make an oral presentation of their work, which is not public. They should be ready to defend their conclusions. A successful presentation is a necessary part of the thesis process.

## Continuing Registration

ThM students are considered to be in continuing registration once they have completed their course work plus the required registration for the final thesis, project or synthesis paper. Continuing registration students will be required to register and are expected to pay the continuing registration fee equivalent to 6.5 units of current tuition each semester. Such students will be considered fully registered students, and will have library privileges commensurate with that status. [See the Student Handbook for more information on continuing registration status.]

Students who complete an STL degree can also receive a ThM degree concurrently by submitting a request to the Associate Dean. Students seeking the concurrent degrees must also take STL 3999, a one credit course, in the spring of their final year.

## 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 ThM program, the thesis 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.



# Thesis or Project

## Thesis or Project Process

**Committee:** The thesis will ordinarily be directed by a committee of two people. The thesis/project director must be a member of the JST full-time permanent faculty. S/he should also serve as the academic advisor for most of the degree program, including the course work.

The second reader will ordinarily also be a member of the JST faculty. Requests for exception should be addressed to the ThM Program Director.

A third person may be added if appropriate, especially from a pastoral situation relevant to a project. In the event that there is a serious disagreement between the director and reader over the quality of the thesis or project, the Program Director will appoint a third reader to arbitrate the matter.

**Proposal:** The ThM proposal should include the ThM Thesis Proposal Form as a cover sheet. Attached to it should be a proposal of no more than six pages in length that presents the student's thesis statement and intended work. For a detailed description of the requirements for the thesis proposal, please see pages 11-12. For a copy of the ThM Thesis Proposal Form, please see page 14.

**Thesis/Project Grade:** The student should see that each member of the thesis/project committee receives a copy along with the thesis or project. A thesis/project sample grade report sheet is attached.

The grade report sheet allows the reader the option of grading the thesis or project as is or with minor corrections. If the thesis/project has been approved with minor corrections, the student must have the corrected thesis/project approved by her/his director before turning it in to the JST Associate Dean's Office.

Once the written component of the PROJECT is received, the committee will determine whether an oral examination (not to exceed an hour) is advisable. In some cases, the proposal for the project may indicate the advisability of such an examination in advance.

If, in the opinion of a reader, major revisions must be made, that reader should deal directly with the director and student until the thesis or project is acceptable. Grade sheets should be submitted to the Registrar's Office only after the thesis/project is deemed acceptable.

Readers should feel free to contact the student's thesis/project director for clarification or questions, but the major responsibility for seeing that everything is taken care of belongs to the **STUDENT**.



## ThM Thesis Guidelines

- The minimum length of the thesis is 75 pages.
- The final typed original and copy of the thesis must be submitted to the JST Registrar's Office. All JST-SCU degree candidates who must submit a thesis for their program must submit two (2) archival quality copies of their thesis (after the approval of GTU library), and one additional copy (for SCU) in electronic format (see instructions below) to the JST Registrar's Office. For those students writing theses focusing on matters pertaining to African nations, the electronic format copy will also be sent to the two Jesuit African theologates by the Registrar.
- After all of the readers have approved the thesis as is, and the GTU Reference Librarian has approved the thesis format and paper, then the ORIGINAL and ONE COPY (both with original signatures) of the thesis must be submitted to the JST Registrar's Office. These will become the bound copies to be kept in the GTU Library. (Do not bind the thesis yourself.)
- A Thesis Binding Fee of \$60 will be charged to the student's account in the semester of graduation.



## ThM Project Guidelines

### Nature of the Project:

- The project should integrate academic study done in course work with pastoral practice. Due to the diversity of pastoral situations, it is difficult to spell out in advance what form this will take in every case.
- The knowledge displayed and the methods employed in the execution of any project should be equivalent to what is expected for any Advanced Masters thesis.
- Once the written component of the project is received, the committee will determine whether an oral examination (not to exceed an hour) is advisable. Faculty will not be expected to be available in the summer for consultation on the project.
- The completed project will be accompanied by written materials, the nature and length to be determined by the committee.

### Instructions for Filing the ThM Project:

- Students doing the ThM project are expected to file one copy of the final, corrected, approved and signed project with the JST Registrar's Office. That copy should be bound. "Velo" or comb binding with a clear plastic cover is recommended.



# Description of a Thesis Proposal

This guide offers a schematic outline of a thesis proposal; it provides a brief description of what each section of the proposal is to include. *The thesis proposal should be no more than six pages in length, including the title page and bibliography.*

## I. Title Page

The title page of the proposal should provide the following:

### **TITLE OF THE THESIS**

**Subtitle [if applicable]**

### **A Proposal for a Thesis**

**Submitted in Partial Fulfillment**

**of the Requirements for the THM Degree**

**from the Jesuit School of Theology at Santa Clara University**



By: (your name)

Directed by: (your director's name)

Second Reader: (second reader's name)

Date (of the submission of the proposal)

## II. Thesis Statement

The thesis statement should appear as a single sentence, accompanied by a brief explanatory paragraph. This allows you to establish the subject matter of the thesis in a precise manner.

The thesis statement may be presented in terms of a problem that you wish to address, a question you wish to answer, or a contribution that you wish to make to an ongoing discussion.

# Description of a Thesis Proposal (cont'd)

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## **III. Reasons for Writing the Thesis**

The reasons for writing the thesis can be stated in terms of the goals you wish to accomplish, the theological resources that you wish to employ, or the ground you wish to break. This section of the proposal allows you to show where your work fits into a larger, ongoing theological conversation. While the thesis statement identifies the subject of your thesis in a focused manner, this statement of reasons for writing the thesis demonstrates the relevance of your project for a wider audience.

## **IV. Synopsis of Intended Work**

A typical ThM thesis consists of three chapters and introduction; the synopsis of your proposed thesis involves a chapter-by-chapter overview of the argument you wish to develop. Each chapter should be described in no more than one paragraph. This section illuminates the logic that will give your project its structure; it also allows you to substantiate your thesis statement.

## **V. Table of Contents**

This one-page table of contents lists the chapters and chapter subdivisions of your proposed thesis. It should enable your director and reader to see even more clearly the logic of the whole work. At the same time it should help you to see the various parts of your project in relation to the whole, thus establishing a sense of proper proportions and limits.

## **VI. Bibliography**

The thesis proposal should conclude with a working bibliography that contains the works you intend to consult to begin your research. The bibliography is likely to expand as you continue your work.

Student's Name: \_\_\_\_\_

Date: \_\_\_\_\_

This worksheet is intended to assist you in determining your progress in the Th.M. program.

Coursework and thesis requirements:

- 15 semester units of coursework at 4000 level or above
- 6 semester units of MA 5000 (thesis/project research and writing)
- 3 semester units of RS 2092: Culture, Context & Lived Religion (upgraded to 4000-level) or an approved equivalent
- 1 credit FE-4402 Th.M. Practicum in the final semester of enrollment & take an online integration seminar

Course Number & Title

(If course is below 4000 level, please indicate with a Y or N whether it has been upgraded.)

Course # & Title	If below 4000, has course been upgraded? Y or N	# of units	Grade
RS 2092 - Culture, Context & Lived Religion (upgraded) or approved equivalent		3	
FE 4402	-----	1	
MA 5000	-----	6	

Paperwork etc. required	Date submitted	Notes
Proposal form		Including courses, committee signature, description
Grade Report Sheets		Give one to each reader along with copy of the thesis/project
Thesis/project submitted		2 library-ready copies and one electronic copy of thesis <b>Or</b> 1 copy of project fully signed to JST registrar
Graduation fees		
Thesis fee (not for projects)		

Student's Name: \_\_\_\_\_

Title of Thesis/Project: \_\_\_\_\_

Area of Concentration: \_\_\_\_\_

### **COURSE TAKEN FOR DEGREE:**

Course #	Course Title

### **READERS' SIGNATURES:**

Thesis/Project Director: \_\_\_\_\_ Date: \_\_\_\_\_

Reader: \_\_\_\_\_ Date: \_\_\_\_\_

Second Reader (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

**DESCRIPTION** (This description should include a brief statement of the questions you are attempting to answer, how you intend to go about it, the methodology, and an indication of the availability of sources. Use the reverse side or attachments if necessary. For information about Th.M. project requirements, see the project guidelines.)

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Associate Dean \_\_\_\_\_ Date \_\_\_\_\_

**SUBMIT THIS COMPLETED FORM TO THE ASSOCIATE DEAN'S OFFICE.**

A copy will be returned to you.



# THESIS/EXTENDED RESEARCH PAPER

Th.M.

## GRADE REPORT FORM

Master of 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.

Title of Thesis/Extended Research Paper/Project: \_\_\_\_\_

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### **Instructions to Director and Readers:**

1. Please check one of the following grade options.
2. Return the signed form to the JST Registrar, 1735 Le Roy, Berkeley, 94709.

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

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*If the reader feels major revisions are necessary, s/he should contact the student and thesis director, and retain this grade sheet until satisfied that the thesis requires only minor revisions.

Comments (if any): **PLEASE INDICATE IF THESE ARE CONFIDENTIAL TO THE ASSOCIATE DEAN.** [Use the reverse side of this page or separate sheet if necessary.]