MARQUETTE UNIVERSITY

DEPARTMENT OF THEOLOGY

GRADUATE PROGRAM INFORMATION

PROCEDURES AND POLICIES

2008 - 2009

Revised September 12, 2008
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THE GRADUATE PROGRAM

ADMISSION REQUIREMENTS

All applicants must submit the following materials to the Graduate School, Marquette University, P.O.Box 1881, Milwaukee, Wisconsin, 53201-1881.

1. Application for admission form, plus $40.00 application fee.
2. Complete undergraduate and graduate transcripts, sent by issuing institutions directly to the Marquette Graduate School.
3. Results of the Graduate Record Examination (aptitude tests only).
4. Brief statement of purpose for beginning graduate studies in theology.
5. Three letters of recommendation.
6. Personal statement of language proficiency: formal course work or private study, when and where; estimate of present facility in reading, writing, and speaking.
7. For those coming without any graduate background in theology, a personal listing of all college work in theology - course work, level, and instructor (even though some of this also appears on official transcripts submitted).

COURSE LOAD LIMITATIONS

Graduate students may not register for more than 12 hours per semester. Assistants may not register for more than 9 hours per semester.

EVALUATION OF STUDENT PERFORMANCE

In addition to regular evaluation through the grading system (see the Graduate School Bulletin for details), the department is instructed to evaluate the overall performance of each graduate student every semester.

Faculty are requested to submit a written evaluation at the end of every semester for every graduate student in any graduate course they have taught that semester. These faculty evaluations are passed on to the individual student’s faculty adviser, who then compiles his/her own evaluation and advises the student in the light of the evaluations. All this material is reviewed by the departmental chairperson. The Graduate School is notified of any students who should be dropped from the program or placed on academic probation. The various evaluations are placed in the student’s departmental file (not in his/her permanent file) until he or she completes the program.

FACULTY ADVISER

Each student is assigned a faculty adviser upon acceptance into a program by the department. The student should feel free to communicate with this adviser prior to beginning course work. The student must have his/her initial course planning slip approved by this adviser before seeking a permission number for registration.

The student is free to change advisers at any time but must inform the Assistant to the Chair of any such change. A student is expected to choose an adviser working within his/her own area of concentration. For a student involved in thesis or dissertation work, the appointed thesis or dissertation director is automatically also the faculty adviser.

It is the joint responsibility of student and adviser to plan the student's total program and, in the case of doctoral students, to submit a Doctoral Program Planning Form before the end of the student's second semester of course work. The student himself/herself is primarily responsible for fulfilling all degree requirements and meeting all deadlines. The faculty adviser must sign the student's course planning slip each semester before seeking consent of the department Chair for registration.
**FINANCIAL AID**

The department makes every effort to secure financial aid for all active students who need it. There is never enough financial aid to take care of all deserving students, unfortunately. Nevertheless, a respectable proportion of the department's active graduate students do receive some financial aid.

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

**Tuition Scholarships**

A number of tuition scholarships are awarded each year by the Graduate School. These vary from 3 to 18 hours of tuition remission and are awarded on the recommendation of the department. The usual deadline for tuition scholarship applications is February 1st. An application form must be submitted to the Graduate School in each case. Applicants should make sure the Graduate School has on file the results of their Graduate Record Examination, all transcripts, and at least three letters of recommendation. Two of these three letters of recommendation may be the original letters recommending admission, but in general it is preferable to solicit separate and, if possible, recent letters. Once a student has begun course work at Marquette, a letter from one departmental faculty member suffices. Criteria for these tuition scholarships include: grades, Graduate Record Examination results, and letters of recommendation. The department encourages its own graduate students to state in their application the exact number of hours of tuition remission they are requesting. Awards are usually announced in late March, but some additional awards are possible if initial recipients decline their award. Those who for some reason plan to decline their scholarship are urged to do so immediately, so that other applicants may receive consideration.

**Assistantships**

The department is currently authorized to recommend the awarding (by the Graduate School) of fourteen teaching assistantships and five research assistantships. These awards are made annually, in late March. A number of alternates are also notified at this time, one or two of whom usually receive an assistantship eventually. Those awarded an assistantship have two weeks in which to accept or decline the award. Assistantships ordinarily are renewed if progress is evident, though renewal is never automatic. Most assistantships involve 9 hours of tuition scholarship per semester (the maximum course load for assistants) and an annual stipend which varies depending on the type of assistantship. An assistant is expected to work 10-15 hours a week during each semester; work assignments are made by the departmental chairperson. Assistantship tuition scholarships cover eighteen credit hours per year. Any of the eighteen hours not used during the year can be used for summer sessions tuition or dissertation credit hours in the case of doctoral students. Criteria for assistantship awards include: grades, Graduate Record Examination results, past experience, letters of recommendation, suitability for T.A. and R.A. work assignments, and student recruitment incentive. The deadline for assistantship applications by incoming students is the December 15th admissions deadline. A letter from the Department office informs continuing assistants of the deadline for renewal applications, usually around February 1st (see annual Graduate School Calendar). A special application form must be submitted to the Graduate School in all cases; this applies also to students holding assistantships who wish to renew them. Applicants should make sure the Graduate School has on file the results of their Graduate Record Examination, all transcripts, and at least three letters of recommendation. Two of these three letters of recommendation may be the original two letters recommending admission, but in general it is preferable to solicit separate and, if possible, recent letters. Once a student has begun course work at Marquette, a letter from one departmental faculty member suffices, usually from the faculty member with whom the student has been working.

**Fellowships**

There are currently five fellowships at the Department's disposition for doctoral candidates (i.e., those who have passed the Doctoral Qualifying Examination). Three of these are Dissertation Fellowships and the other two are for Graduate Teaching Fellows. Detailed information on eligibility, application procedures, etc. is made available well before the application deadline usually around February 1st.

The Schmitt and Smith Fellowships and the John P. Raynor Fellowship are restricted to doctoral students and are normally awarded only to advanced doctoral students. Detailed application procedures are announced in the fall. Applications should be submitted to the department office and are awarded in January. A special application form must be submitted to the Graduate School in all cases. Letters of recommendation and the departmental recommendation through the departmental Director of Graduate Students are important for these fellowship awards, but normal criteria (grades, Graduate Record Examination results, previous scholastic awards, etc.) also weigh heavily. The Graduate School awards these fellowships following departmental review and nomination.
GRADUATE READING COURSES
Graduate reading courses (THEO 295) are, in general, not encouraged in the department. If properly supervised, they impose a burden on the faculty which is often not justified in terms of the benefits to the individual student. Students are therefore encouraged to fulfill their course requirements from among the regular departmental course offerings. Exceptions can be made, of course, particularly if the student is near the end of course work and wishes to research a possible dissertation topic not normally covered in the regular departmental course offerings.

A student proposing a graduate reading course must fill out the appropriate form, attach a brief course description, obtain the consent of the proposed instructor, and submit it to the departmental chairperson for a signature.

A student proposing a graduate reading course is advised to submit the proposal well in advance of the actual registration date. Such proposals are often turned down. It is to the student's advantage to know as early as possible whether revision of registration plans is necessary.

GRADUATION
All students expecting to graduate must apply for graduation by the deadline date specified in the Graduate Bulletin. For current deadlines, see the Graduate School Bulletin. Forms for this purpose are available in the Graduate School and on their web page. If a student fails to graduate at the time originally anticipated, the student must reapply for graduation by the appropriate deadline date noted in the Graduate Bulletin. The graduation fee is charged for the original application; there is no charge for reapplication.

INCOMPLETES
An 'I' grade should be assigned only if the instructor is convinced that solid academic or personal reasons justify this procedure in each case. 'I' grades remain on the student's permanent record (and the course for which they were assigned cannot be counted in the student's graduate program) unless they are removed by the deadline specified by the Graduate School. Specific deadline dates appear in the Graduate School Bulletin.

STYLE MANUAL

STUDENT ADMISSION STATUS
Degree
A student is a degree student if enrolled in a program leading to a degree. A student cannot be classified as a degree student unless a department has agreed to accept him or her on a program basis.

Regular degree: Designates a student who is working toward a degree in a particular program. Such students are eligible for tuition scholarships, graduate assistantships, and fellowships.

Probationary degree: A student whose past academic performance falls below Graduate School standards but for whom there is other evidence of potential for successful graduate study. A student who fails to remove his or her probationary status on completion of nine semester hours work will not be permitted to remain in the Graduate School. A student on probation is not eligible to receive financial aid.

Non-Degree
A student who chooses this status does not work toward a degree, but credits earned are graduate credits and may be certified as such to school boards or other authorities. Those seeking non-degree admission must meet the same admission standards as those seeking admission to a degree program. There is no guarantee that credits earned while a non-degree student will later count toward a degree if the student is admitted to a degree program.

Regular non-degree: Designates a student admitted to the Graduate School who is not seeking a degree.
Probationary non-degree: Designates a student whose past academic performance falls below Graduate School standards but who shows other evidence of potential for successful graduate work.

Temporary non-degree: Designates a student who seeks to register for graduate courses and who appears to meet Graduate School admission standards but who has not submitted all necessary documentation to the Graduate School that is required for regular admission. Admission to this status is valid for only one semester. Exceptions to this policy are made only if the student has compelling reasons for not having been admitted to a regular or probationary classification.

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

The M.A.C.D. degree requires 30 credit hours of course work, half of which must be taken at the graduate level (courses numbered 200 or above). Up to 15 credit hours of 100-level courses are acceptable for graduate credit if additional readings and writing assignments are arranged with the respective professor and completed satisfactorily. After successfully completing all course work, students will be required to write a comprehensive examination paper that integrates what they have learned in their courses and applies what they have learned to their career goals. M.A.C.D. candidates have no foreign language requirements.

Core courses and Electives

Of the 30 total credit hours of course work, 21 credit hours must be taken from the core courses (THEO 200 [those without a B.A. in theology may take THEO 100 in lieu of THEO 200], THEO 201 [those without a B.A. in theology may take THEO 101 in lieu of THEO 201], THEO 202, THEO 203, THEO 205, THEO 206 and THEO 207), or, in certain circumstances and in consultation with a student’s academic adviser, an equivalent from the 100-level courses.

For the 9 credit hours of electives (three courses), the student must choose one course in each of the principal theological disciplines: biblical, historical, and systematic.

With the permission of a student’s academic adviser, the elective courses can be chosen from the following course ranges. One from any of the following biblical courses: THEO 120 to THEO 134; One from any of the following historical courses: THEO 135 to THEO 149; and One from any of the following systematic courses: THEO 150 to THEO 186.
M.A. PROGRAM

The following description applies to the Master of Arts in Theology.

The M.A. program offers a course of theological studies that is foundational and comprehensive. It is intended to meet the needs of two groups of students.

1. Those who are preparing for a career as high school teachers of religion/theology, as lay church workers or administrators, or in some other field for which a broad theological education is prerequisite or desirable.

2. Those who will eventually be seeking admission to a Ph.D. program at Marquette University or elsewhere.

Requirements for the M.A. program include 30 hours of courses, fulfilling the departmental language requirement, passing comprehensive examinations, and completing the M.A. project. Students in the master's program may choose to fulfill their course work by following Plan A or Plan B.

**Plan A** 18 hours: core courses
- 6 hours: electives
- 6 hours: Research project

**Plan B** 18 hours: core courses
- 12 hours: electives
- Research project

**Area of Concentration**
In consultation with his or her advisor, and not later than the end of the first year of study, each M.A. student is required to choose an area of concentration - in biblical, historical, or systematic theology. Theology and Society is not an option at the M. A. level.

**Area Requirements**
All students are required to take the required core introductory courses as a prerequisite for a corresponding elective course in that area, as indicated in the Graduate School Bulletin. Thirty credit hours of core courses and electives are required, distributed as follows:

A. Core (18 hours): Each student will complete two core courses in each of the principal theological disciplines.

   Theo 200: Introduction to Old Testament
   Theo 201: Introduction to New Testament
   Theo 202: Historical Theology: Origins through Medieval
   Theo 203: Historical Theology: Late Medieval, Reformation, and Early Modern
   Theo 204: Introduction to Systematic Theology
   Theo 205: Introduction to Theological Ethics

B. Electives: In consultation with his or her advisor, and not later than the end of the first year of study, each student will choose an area of special concentration (Biblical, Historical or Systematics/Ethics). In each of the minor areas the student will choose one elective. In the major area the student will develop an M.A. Project.

Within the major area the student will develop an M.A. project designed to suit his or her academic and professional goals. There are two options:
Plan A: A six-hour research paper of approximately 50 pages on a significant theological text, based on ancient or modern foreign language primary sources (e.g. Hebrew, Greek, Latin, French, or German), which demonstrates the acquisition of at least an intermediate knowledge of the relevant language(s). This project will be measured by its use of language skills in the service of theological inquiry and argumentation.

Plan B: A research paper of approximately 35 pages, developed in conjunction with one of the chosen elective courses on a related topic.

Students pursuing Plan A will submit an M.A. Project Proposal Form (MAPPF) to the Graduate Committee specifying the project option chosen and signed by the faculty member who agrees to supervise and evaluate this project, and also signed by a faculty member who has agreed to be the second reader. Upon completion of the project and approval of the first and second readers, the paper and MAPPF will be given to the Assistant to the Chair so that appropriate approval forms can be submitted by the Department to the Graduate School.

Students pursuing Plan B will choose an elective course for which they have done an appropriate paper. After the professor of the course has approved that the paper satisfies the requirement, the Director of Graduate Students will appoint a second reader. Upon approval of the second reader the appropriate approval forms are prepared for submission to the Graduate School. (Forms are available on the department’s web page.)

Language Requirement

All students in the Master of Arts in Theology program are required to pass a competency examination in German, in French, or in another modern foreign language approved by the Department as essential to the student’s research. In addition, candidates for the MA with a specialization in Scripture are required to demonstrate facility in reading either Hebrew or Greek at the intermediate level.

The Department of Foreign Languages offers the Foreign Languages Reading Exam four times an academic year: late September, November, February, and April. Dates are determined after the beginning of the semester. Earlier sign-up is required so that passages can be selected and arrangements made. The texts for the exams are provided by the Theology Department. Faculty members of the Department of Foreign Languages read and grade the translations.

The examination consists of translating a theological passage in 80 minutes into fairly idiomatic English with the assistance of a dictionary. Competence is demonstrated by comprehending and conveying the meaning of the passage without gross errors or errors exhibiting lack of recognition of common features of the foreign-language.

Competency implies real ability to use language for coursework and research. No student will be permitted to register for the M.A. Comprehensive Examination until the language requirement has been fulfilled.

Every graduate student receiving tuition credits will be allowed to use up to six tuition credit hours at the M.A. level to pay for the language courses. These language credits, however, are not counted as theology course credits.

To help students prepare for the Foreign Language Reading Exam, the Language Department usually offers intensive graded, credited courses in French and German (numbered 204), alternating the languages by semester. In the summer sessions, intense courses in Latin or Greek are often offered with an occasional French or German.

The Language Department also offers undergraduate courses on the elementary and intermediate levels in the popular languages every semester.

Some language courses for graduate Theology students are taught either in the Department of Theology or in the Foreign Language and Literatures Department utilizing theological texts approved by the Department of Theology. The Department of Theology will determine the needed levels of competency for each language appropriate to a student’s particular area of Theological concentration. M.A. students may take up to 6 of their program credits in such courses.
Residency Requirement
There is no Graduate School residency requirement for M.A. students. However, the department strongly encourages all M.A. students to spend at least one semester in residency.

Transfer of Credit
An M.A. student wishing to include in his/her program courses taken at another institution must apply to the Graduate School for an appropriate form. A student may apply for transfer of credit only after completing 6 hours of graduate course work at Marquette. The request is forwarded to the department for its recommendation. Only courses carrying graduate credit at the institution at which they were taken and for which the student earned a grade of B or better are eligible for transfer. The department will recommend transfer of credit only when the courses are judged equivalent in academic achievement and research orientation to the Marquette departmental offerings. Normally no more than 6 hours of transfer credit are accepted, though in exceptional cases up to 12 hours may be accepted.

M.A. Proficiency Examination
1. After courses are completed, a written comprehensive M.A. Proficiency Examination, administered by the M.A. Proficiency Examination Committee, is offered four times a year: July, August (for entering Ph.D. students only), November, and April. Students who wish to register for the M.A. Proficiency Examination must submit their application to the Assistant to the Chair approximately one month prior to the scheduled examination session. The submission must be in consultation with the student’s adviser and, once having made the submission, the student may not withdraw from the scheduled examination without the permission of his or her adviser.

2. The goal of the M.A. Proficiency Examination is to test the student's broad competence in each of the three major theological disciplines: Bible, Historical Theology, and Systematics/Ethics.

3. The M.A. Proficiency Examination is in three parts (each with two subdivisions), corresponding to the three major theological disciplines. The three parts are taken at the same examination session. Students will be allowed two hours for each of the three parts. To receive the M.A. degree, the student must pass all six sections of the exam (the three parts, each with their two subdivisions). A student who fails one or more sections of the Examination may take those sections a second time to achieve a passing grade. If the student fails one or more sections a second time, the M.A. degree cannot be granted.

4. Each two-hour part of the M.A. Proficiency Examination comprises six questions, from which the student answers three. The questions in each part are based on the current M.A. Bibliography. Hence the M.A. Bibliography comprises the core reading for all M.A. and prospective Ph.D. students.

Ph.D. PROGRAM
Requirements for the Ph.D. in Religious Studies include a minimum of 60 hours of graduate theology courses (exclusive of dissertation credits), fulfilling the departmental language requirement, passing a qualifying examination, and completing a dissertation.

Area of Concentration
A Ph.D. student is required to pick an area of concentration--Biblical, Historical, Systematics/Ethics--or the Theology and Society option. The student is encouraged to choose an area of concentration at the beginning of the program and must do so before filing a Doctoral Program Planning Form (before the end of the second semester of course work). A student takes approximately 36 hours in the area of concentration and 12 hours in each of the other two areas. Also required are 12 hours of doctoral dissertation credits; this must be included with the other proposed course work on the Planning Form. The student may register for the required 12 hours of dissertation credit (THEO 399) at any time credit hours are available. These may be taken at one time or over a period of several semesters. (For course work distribution in Theology and Society option, see policies outlined under Theology and Society).
Language Requirement

A graduate student in theology is expected to be able to handle whatever foreign languages are required for courses or research undertaken. All doctoral candidates are required to pass a competency examination in German and either in French or in another modern foreign language approved as essential to the student’s research. Each Area has additional language requirements that are indicated below.

The Department of Foreign Languages offers the Foreign Languages Reading Exam four times an academic year: late September, November, February, and April. Dates are determined after the beginning of the semester. Earlier sign-up is required so that passages can be selected and arrangements made. The texts for the exams are provided by the Theology Department. Faculty members of the Department of Foreign Languages read and grade the translations.

The examination consists of translating a theological passage in 80 minutes into fairly idiomatic English with the assistance of a dictionary. Competence is demonstrated by comprehending and conveying the meaning of the passage without gross errors or errors exhibiting lack of recognition of common features of the foreign-language.

Candidates who specialize in Old Testament/Hebrew Bible studies must pass examinations in Hebrew at the advanced level and Greek at the intermediate level of competence. Candidates who specialize in New Testament studies must pass examinations in Greek at the advanced level and Hebrew at the intermediate level of competence. The students will gain practice and demonstrate their achievement in Hebrew and Greek by passing the courses Theo 208 and 209 (Intensive Hebrew Grammar and Advanced Hebrew) and Theology 224 and 225 (Intensive Hellenistic Greek Grammar and Advanced Hellenistic Greek) or the equivalent. The courses are the regular way incoming students improve their facility in these languages.

Candidates in Historical Theology and in Systematics/Ethics within the Western theological traditions must pass a competency examination in Latin; those not studying within the Western traditions must pass a competency examination in Latin, Greek, or another ancient language approved as essential to their research.

TAS as such does not require any languages in addition to the two modern languages, unless a TAS student’s work in Systematics, History or Scripture necessitates it.

Students preparing to enter the program should have begun preparation for at least one language. All new graduate students in Theology are encouraged to take and pass at least one foreign language competency examination during their first semester of residency. After the first semester, students must pass at least one foreign language examination each year until they finish their foreign language requirements. Students will be allowed to take no more than two graduate courses in theology each semester as they complete the one-language-a-year requirement.

Every graduate student receiving tuition credits will be allowed to use up to six tuition credit hours at the Ph.D. level to pay for the language courses. These language credits, however, are not counted as theology course credits.

To help students prepare for the Foreign Language Reading Exam, the Language Department usually offers intensive courses in French and German (numbered 203), alternating the languages by semester. In the summer sessions, intense courses in Latin or Greek are often offered with an occasional French or German. When there is such a summer course and an exam is offered in it, a pass usually fulfills the student’s requirement in that language.

The Language Department also offers undergraduate courses on the elementary and intermediate levels in the popular languages every semester.

Teachers should feel free to ask what semester a doctoral student is in and assign work accordingly. Competency implies real ability to use the language for course work and research.

Some language courses for graduate Theology students are taught either in the Department of Theology or in the Foreign Language and Literatures Department utilizing theological texts approved by the Department of Theology. The Department of Theology will determine the needed levels of competency for each language appropriate to the student’s particular area of Theological concentration. Ph.D. students may take up to 6 credits in such courses, but no more than 9 total credits at both the M.A. and Ph.D. levels combined (i.e., 9 of 60 credits of total course work).
M.A. Diagnostic Proficiency Examination

1. The entering student takes all parts of the M.A. Diagnostic Proficiency Exam before the beginning semester of doctoral studies. Any omission of a part or parts of the exam will be recorded as “Unsatisfactory.” If the student fails a part or the whole of the exam, he or she then has two options: either, (1) to retake those parts of the exam not yet passed at the next administration of the exam scheduled in the first semester of the student’s doctoral studies, or (2) to enroll in the corresponding introductory MA core course(s) the next time offered. If the student chooses option 1 and fails the exam or portions of the exam a second time, he or she must take the corresponding introductory MA core course(s) and earn a grade of AB or better.

2. Passing the examination demonstrates a broad, Master’s level competency—the equivalent of material covered in the Marquette ‘core’ of M.A. courses—in each of the three major theological disciplines: Bible, Historical Theology, and Systematic/Ethics. This is in keeping with the character of the Marquette Ph.D. program, in which specialization builds upon a sound knowledge of the history of the theological tradition. The examination also enables students and their advisers to identify deficiencies in preparation for the Ph.D. program (see below).

3. Students beginning class work in the Fall ordinarily take the examination in August. (Entering students cannot take the examination in July, when it is offered only for students completing the M.A. Program.) A student may register for the examination after formally accepting admittance into the program. Then the student will be told who the examination board members are, and may seek their advice as he or she prepares for the examination.

4. The examination is in three parts, corresponding to the three major theological disciplines, each of two hours duration. The three parts are taken at the same examination period. Each two-hour part comprises six questions, from which the student answers three. The questions in each part are based on the current M.A. Bibliography. Hence the M.A. Bibliography comprises the core reading list for all prospective Ph.D. students. The list of examination questions and the Bibliography are available on the Theology Department’s web page.

5. Passing each examination area enables students to register for classes beyond the M.A. core courses in the respective disciplines. Failure in one part of the examination does not preclude admission to courses in the discipline(s) in which the student passed the examination. Failure to answer any part of the examination will result in a grade of unsatisfactory.

6. Students who must take a certain area’s M.A. core course, because they did not pass the portion of the M.A. Diagnostic Proficiency Examination, must earn a grade of AB or better for admission to the doctoral level seminars. If they do not receive an A or AB in that course, their eligibility for the Ph.D. program must be reviewed by the department’s Chairperson.

7. Ordinarily, all M.A. courses must be satisfactorily completed by the end of the student’s third semester.

8. M.A. course work ordinarily does not count as part of the University’s requirement of a minimum of 30 hours course work beyond the Master’s. This M.A. course work, however, does not automatically preclude requests for transfer of credits for Master’s level work done at other institutions toward the minimum 60 hours of course work required by the University for the Ph.D.

Residency Requirement
The residency requirement is met when a student completes nine credits of course work, or its equivalent per term, for two terms within an 18-month period, or alternatively, completes at least six credits of course work, or its equivalent per term, for three terms within an 18-month period Plans for the residency must be included on the Doctoral Program Planning Form. The credit load necessary to meet the six- or nine-credit requirement may be met by course work alone or course work in conjunction with dissertation credits. Rarely, if ever, is a twelve-hour course load advisable, given the need during the residency for work on languages or preparation for Doctoral Qualifying Examinations, or both. On the other hand, six hours of coursework is never considered full-time. Outside work is in most cases incompatible with the full-time participation in the academic program required for residency.

Transfer of Credit
A Ph.D. student wishing to include in his/her program courses taken at another institution must list these courses (including brief course descriptions) in filling out the Doctoral Program Planning Form. If a student has done masters
work in Theology at another institution, advanced standing is possible. The department can accept up to 30 hours of advanced standing credit. Acceptance of previous work is in no case automatic. It will depend upon the following factors:

- School. The institution from which credit is to be transferred must be accredited by The Association of Theological Schools, The North Central Association of Colleges and Secondary Schools, or their equivalent.

- Content and method of course. The courses to be transferred must be academic courses (as opposed to professional-training courses) similar to courses offered by the department. Courses that are primarily language courses (as opposed to exegetical courses) are not acceptable for transfer credit.

Area distribution
The total 60 program hours should approximate our 36-12-12 distribution requirement. This means a student should take at least 18 hours of course work at the Ph.D. level in the area of concentration at Marquette and 6 hours each at the Ph.D. level in the other areas of concentration at Marquette.

Doctoral Program Planning Form
A Ph.D. student must fill out this form in consultation with a faculty adviser before the end of the second semester of course work. One copy should be submitted, signed by the student and by the faculty adviser, for approval by the Graduate Committee. With the approval of the Graduate Committee the DPPF is signed by the departmental chairperson and the dean of the Graduate School. One signed copy will be returned to the student. Subsequent changes in this approved program must be submitted, on the appropriate form, through the same channels.

Doctoral Qualifying Examination
This examination may be taken once the student has fulfilled the language requirement and is in the final semester of course work. The student obtains a copy of the area topics from the Assistant to the Chair and then, working with his or her adviser, chooses three topics in the major area and one in each of the two minor areas for presentation in the examination. (Responsibility for preparing the lists of topics rests with the faculties of the separate areas of concentration with the approval of the Graduate Committee.) The student submits the application form with tentative examination dates, the list of topics, and the names of eight regular faculty members who have agreed to serve on the board (including, normally, that of the adviser) to the Graduate Committee. The student also submits a list of all graduate courses in theology, according to areas, whether taken at Marquette University or elsewhere. The Graduate Committee then approves an examination board of five members, three from the student's major area and one from each of the two minor areas, and approves a chairperson for this board. The chairperson is normally a faculty member in the student's major area; the student's adviser may not serve as chairperson.

Once the Graduate Committee's approval is obtained, the student registers with the Assistant to the Chair for the qualifying examination. (This should be done at least one month before the examination.) There are no scheduled dates for qualifying examinations in the department. A student is free to register for any date falling on a regular class day between September 1 and May 10. Normally the written examinations should be scheduled for Monday and Tuesday and the oral examination on a Thursday or Friday. Once a student registers, this date should not be changed except for serious reasons and with the approval of the Departmental chairperson. The chairperson of the examination board is responsible, in consultation with the other members of the board, for preparing two questions for each of the four sections of the written examination.

On the first day of the examination, the student reports at an agreed upon hour to the Assistant to the Chair, who provides the student with a place in the department in which to work, a copy of the examination questions for the first section of the examination, and whatever books have been given to him/her by the examiners for the student's use. The student then has three hours in which to answer one of the questions given. At the end of this period, the student gives his/her essay response and five additional copies to the Assistant to the Chair for distribution to the board members. The same procedure is followed for each of the remaining three portions of the examination. Typically the student will write the two major-area sections of the examination on the first day and the two minor-area sections on the day following, but other arrangements may be adopted as seem good.

The oral examination lasts approximately ninety minutes, unless the chairperson of the qualifying board wishes to extend this period. The examiners are free to question the student about the examination responses, the questions given in the written portion of the examination, or any other aspects of the topic areas originally chosen by the student. Each examiner—after consultation with the other members of the board if he or she so wishes—provides the chairperson of the qualifying board with a written evaluation of the student's performance in both the written and the oral parts of the
examination. The qualifying board chairperson then submits these reports and his/her own chairperson's report to the Departmental chairperson for a signature and forwarding to the Graduate School. While the board will normally give unofficial notification of the results of the examination immediately after the oral portion, the Graduate School will officially notify the student of the results after one or two weeks. A student needs four out of five 'satisfactory' judgments to pass.

**Doctoral Dissertation**

The student chooses a topic that falls within the scope of the department's understanding of religious studies and for which the student can locate a faculty director with the necessary competence and interest. The student is encouraged to identify a topic and an available director towards the end of course work or while preparing for the qualifying examination. A dissertation outline may not be submitted to the Graduate School, however, until the qualifying examination has been completed. Once the student and the director are in agreement on the dissertation proposal, the student fills out the *Doctoral Dissertation Outline*. The student submits this (unsigned) outline to the Graduate Committee, with a covering letter from the director indicating his/her willingness to serve as director, together with the proposal of at least seven names, exclusive of the director's, of the full-time faculty of the department (who have also indicated their willingness to serve) for consideration as nominees to the five-person dissertation board. Outside the Theology and Society program, the members of a doctoral dissertation committee should be full-time members of the Theology Department unless a special request is made and approved. The departmental chairperson, after consultation with the departmental Graduate Committee, then nominates a board and notifies the director to convene a meeting with the proposed board and the student to secure in writing the board's approval of the outline or their suggested revisions. Once the board has approved the outline, it is returned to the departmental chairperson for a signature. It is sent to the Graduate School, which then officially assigns and notifies the board. In consultation with other members of the board, the student then completes the dissertation to the satisfaction of the director.

**Dissertation Defense**

Once the director judges that the dissertation is ready for a public defense, and at least one month prior to the date of the defense and two months prior to the Graduate School deadline for submitting final copies of the dissertation (this is more time than the Graduate School requires), the Assistant to the Chair distributes the defense copies of the dissertation to the members of the board. However, no faculty member may be scheduled for more than two dissertation defenses in a 30-day period. In other words, a faculty member's third scheduled defense cannot be scheduled earlier than 30 days after their first, and so on throughout the year, in a way that maintains at least a 30-day span of time between every other defense for which they are scheduled. Board members have at least one month in which to read the dissertation by the last day of which they must inform the director whether they agree that the dissertation is ready for defense. If one or more members of the board determine that the dissertation is not ready for defense, the director, after informing the student of the situation, may reschedule it. Board members should feel free to communicate additional criticisms of the dissertation to the director before the defense. After the board members have read the dissertation, the final public defense is held. The date of the defense must be at least one month prior to the Graduate School deadline for submitting final copies of the dissertation (again, more time than the Graduate School requires). Furthermore, at least one month prior to the defense the student must submit to the Assistant to the Chair an Abstract (no longer than 350 words) and related materials for the defense program. Additional copies of the program are made available to those attending the public defense. The entire board is present for the defense, with the dissertation director as chairperson. The candidate presents a brief summary of the work done. The first two readers offer somewhat longer and the second two readers somewhat shorter comments, and all four readers question the student. Finally the director offers comments and questions the student. Comments and questions from the floor may be invited by the director.

After the defense the student has at least three weeks to correct and revise the dissertation in the light of the written and oral criticisms received and prepares three copies of the dissertation in final form (consulting the *Graduate School Dissertation Directives* for format). These three copies are submitted to the Assistant to the Chair along with items A-H in section VIII of the *Graduate School Dissertation Directives*. Board members have one week in which to evaluate the final copy and sign (or decline to sign) the dissertation committee page and the *Report on Dissertation for the Degree of Doctorate Degree*. Three out of four signatures (or four out of five, if it is a five member board) are required for approval. After the departmental chairperson has signed the doctoral examination report, two copies of the dissertation and the accompanying documents will be taken to the Graduate School, before the Graduate School deadline for submitting final copies of the dissertation. See the *Graduate School Calendar* for current deadlines. The Graduate School officially notifies the student of the results of the dissertation defense. One copy (after microfilming--See instructions in *Graduate School Dissertation Directives*) is placed in the University archives, one copy is placed in Memorial Library, one is filed with the departmental library coordinator.
THEOLOGY AND SOCIETY

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

In other words, it is a theological specialization with inter-disciplinary features, not an inter-departmental program. This option is designed to bring theology into fruitful discourse and collaboration with all those disciplines which treat the scientific, cultural, and value questions of human persons living in society. These disciplines include, among others, anthropology, economics, law, education, English, history, philosophy, political science, psychology, and sociology.

Doctoral students who elect this specialization begin by establishing a solid general theological foundation and developing a theological approach to the understanding of contemporary society. This entails a grasp of the sources of Christian social thought and an understanding of the historical evolution of Christian thought about society and the ways in which Christian insights and values relate to human life. The inter-disciplinary nature of the TAS specialization involves dialoguing with a sophisticated analysis of contemporary culture as mediated by one or another non-theological discipline, selected by the student in consultation with his/her faculty advisor.

Doctoral students electing the TAS option take at least 48 hours of theology. Ordinarily there will be a concentration of 30 hours primarily in one area of specialization (Biblical, Historical or Systematics/Ethics) selected around the TAS theme and 18 hours in the other two areas. Usually 12 hours are taken in one or more related human sciences (currently anthropology, economics, education, English, history, philosophy, political science, psychology, and sociology). A total of 60 hours is required, though students may also have to take additional courses to certify their qualifications in both theology and the allied discipline. Moreover, the student should have the equivalent of an undergraduate major in the allied discipline. Equivalency will be determined by consulting the requirements for graduate students in each department of the allied discipline. If such equivalency is lacking, the student will be required to take selected undergraduate courses in the discipline as a prerequisite to the 12 hours of graduate courses. On the other hand, students who begin their program with 12 graduate hours in their allied discipline need not take further courses in that discipline provided they are adequately prepared for the qualifying examination and their dissertation research.

Students who enter the TAS program with an M.A. from another institution must take 21 hours of theology and at least 12 hours in the allied discipline.

The Doctoral Program Planning Form of TAS students is approved by the departmental chairperson, in consultation with a student's faculty advisor and the other department involved. Faculty advisors must be more than usually active in advising those who elect a TAS specialization and should confer regularly with the chairperson of the TAS Committee. Such students need tailored programs, perhaps some exceptions to normal departmental policies (e.g., only graduate courses included in graduate program), and possibly more than the usual number of course hours (depending on what background they have in their related discipline, whether they do 60 or only 33 hours of course work at Marquette, etc.). Students electing the TAS option should choose a faculty advisor and communicate this choice to the Chairperson of the Theology and Society Committee. A record should be kept of all exceptions granted. The student should submit the exception in writing, signed by his/her TAS faculty advisor, to the departmental chairperson, for a signature and inclusion in the student's departmental file.

For the Doctoral Qualifying Examination in TAS, each student will prepare one topic in each of the two minor areas. (The lists of possible topics in these areas are available on the department's web page.) For the TAS portion of the examination, the student with his/her advisor will first select preliminary areas of concentration and will submit a list of these in writing to the TAS Committee. On the basis of three specific criteria the TAS Committee will then formulate a number of topics relevant to the student's TAS program. Following upon the review and approval of these topics by the Graduate Committee, the student will then choose three from among them according to the above-mentioned criteria. The qualifying board of a TAS student is composed of two members in the student's primary area of theological specialization, one member of the allied department in which work is being done, and one member in each of the minor areas.

TAS dissertation boards include one member from the allied department in which the student has been working. The dissertation topic itself must be inter-disciplinary in nature and reflect the general direction of the TAS specialization.
The Department of Theology provides a credential file service for graduates. Files are established only at the request and with the cooperation of the candidate, and consist of a general data form (resumé) and evaluation forms or letters of reference. The file does not include official transcripts since these can be obtained only by a written request to the Registrar’s Office.

In order to establish a credential file, a student will fill out a credential file registration form along with an open/closed file form. It is essential that both of these forms be on file in the department before a file can be sent.

Students (with the help of the adviser or dissertation director) will be responsible for assembling the credential file. The Department office will be responsible for duplicating and mailing information.

The charge for each file sent is $4.00. This is a figure that is consistent with national pricing. Payment is expected when files are requested.

All forms related to the credential file as well as explanations of the forms and an information sheet are available from the Assistant to the Chair in the Department of Theology.

Note: The amended Family Education Rights and Privacy Act of 1974 allows you to see all evaluations/recommendations written on your behalf unless you sign a statement waiving your right of access. All candidates holding a Master’s or Doctoral degree, or who are working toward this, may set up a credential file.

Information Available at the Career Services Center. A nation-wide Educational Vacancies list is compiled weekly and copies are available at the Career Services Center. Anyone who wishes to receive the lists at home can do so by sending a supply of business size self-addressed stamped envelopes to the Career Services Center for this purpose. Please indicate you are seeking positions in higher education.

The Theology Department also receives information on job opportunities. All such information is posted on the departmental Job Opportunities Board. The board is cleared at the end of each semester.

Students seeking employment are encouraged to inform the departmental chairperson and the director of graduate students of their availability and interests. They are sometimes asked to submit names of suitable candidates, and last-minute openings often come to their attention. Other faculty may also inform them of openings that come to their attention.

TIME LIMITATIONS

A student must complete all of the requirements for a Master's degree within six years. If a course from another university is transferred to a degree program at Marquette and if that course has been taken prior to work here, the beginning date of that course will be used to establish the beginning of the student’s time period.

All work for doctoral degrees, including the final examination, must be completed within six years from the initial registration in graduate courses. A student who enters a doctoral program with a Master's degree in the same field as that in which he/she will pursue the doctoral program must complete the program within six years.

Students who are unable to complete their degree within the six-year limit may petition the Graduate School for an extension; Request for Extension of Time forms are available online at www.grad.mu.edu/forms. To ensure timely consideration, the Request for Extension of Time form should be filed early in the term in which the time limit expires and submitted to the Assistant to the Chair with a statement explaining why an extension is necessary.

The Graduate Committee evaluates the request, seeks further clarification if necessary from the student or the adviser, and then forwards an appropriate recommendation to the Chair. The Committee recommendation is included with the request when the Chair sends it on to the Graduate School.
If the extension is approved, the student is notified of the expectations for progress and completion of the degree. If the extension is denied, the student is terminated from the graduate program.

APPEALS PROCEDURE

Graduate students may appeal grades and other faculty decisions perceived as adverse to their interests by application to the chairperson of the Department, who may thereupon direct the chairperson of the Graduate Committee to appoint, upon consultation with the Graduate Committee, three (3) of the members of that committee, more or less, to meet as a board of appeal and to decide upon such issues, whether of law or of fact, as are placed before it by the chairperson of the Department. Membership upon such boards will rotate among the members of the Graduate Committee. The decisions reached by such boards of appeal are subject to the approval of the chairperson of the Department. (Procedures for the conduct of such appeals by students have been approved by the Department. The Assistant to the Chair has copies of these procedures.)

Normally, no formal procedure of appeal will be given consideration if the documents are submitted later than the final day officially scheduled for the removal of incomplete grades (approximately four weeks into the semester following the one in which the grade was assigned).

AMENDMENTS TO PROCEDURES AND POLICIES

The Department can at its discretion amend its procedures and policies as they apply to graduate students. Any changes made in operating procedures that do not have the effect of adding to students' degree requirements are effective immediately upon adoption by the Department and hence obligatory upon all graduate students. Students enrolled in a specific degree program will not be obligated to additional academic work beyond that prescribed in the Procedures and Policies in effect when they entered the program in question.
## Department Calendar (2008-2009)

### AUGUST
- 11 Ph.D. Proficiency Exam
- 20 Department new student orientation
- 21 Graduate School’s new student orientation
- 21 New student picnic (Department)
- 25 Late registration begins
- 25 Fall semester classes begin

### SEPTEMBER
- 1 Labor Day holiday
- 2 Late registration ends (midnight)
- 4 Department Convocation
- 18 Dr. Gesche Linde Lecture
- 25 Doerr Chair Lecture

### OCTOBER
- 1 Applications for December graduation due in the Graduate School
- 16-17 Midterm Break
- 20 Departmental or Area Meeting
- 30 Departmental Meeting

### NOVEMBER
- 1-3 AAR Meeting, Chicago, IL
- 5 M.A. Comprehensive/Ph.D. Proficiency Examination
- 16 Theotokos Lecture
- 20 Departmental or Area Meeting
- 26-30 Thanksgiving Holiday

### DECEMBER
- 11 Department Christmas party
- 14 Mid year graduation ceremonies
- 16 Departmental Meeting

### JANUARY
- 12 Spring classes begin/Late registration begins
- 19 Martin Luther King holiday
- 20 Spring semester classes begin
- 20 Late registration ends (midnight)
- 22 Departmental Meeting
- 28 Applications for May graduation due in the Graduate School

### FEBRUARY
- 12 Gerhart/Russell Lecture
- 19 Departmental Meeting
- 26 Wriedt Lecture

### MARCH
- 8-15 Spring Break
- 19 Departmental Meeting
- 22 Pere Marquette Lecture

### APRIL
- 1 M.A. Comprehensive Exam
- 9-13 Easter Holiday
- 23 Area Meetings

### MAY
- 12 Departmental Meeting
- 17 Baccalaureate service
- 18 Commencement

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**GRADUATE SCHOOL CALENDAR (2008-2009)**

Available in the *Graduate Bulletin*.

**FORMS**

Available on the departmental web page and the Graduate School’s web page.
FACULTY ROSTER 2008-2009

DISTINGUISHED PROFESSOR

Rev. Robert Doran, S.J.  
(Emmett Doerr Chair in Theology)
Dr. Patrick W. Carey  
(William J. Kelly, S.J. Chair in Theology)
Rev. Jean-Marie Quenum, S.J.  
(Wade Scholar)

PROFESSOR

Rev. Alexander Golitzin
Rev. William Kurz, S.J.
Dr. D. Stephen Long
Dr. Daniel C. Maguire
Rev. Philip Rossi, S.J.
Rev. David Schultenover, S.J. (Sabbatical Fall)
Dr. Susan Wood
Dr. Kenneth Hagen (Emeritus)
Dr. Paul Misner (Emeritus)

ASSOCIATE PROFESSOR

Dr. Michel Barnes
Dr. D. Lyle Dabney
Dr. Ralph Del Colle
Dr. Deirdre Dempsey
Dr. Michael K. Duffey
Dr. Julian V. Hills (Sabbatical Year)
Rev. D. Thomas Hughson, S.J. (Director of Graduate Students)
Dr. Mark Johnson
Rev. William Kelly, S.J. (Emeritus)
Rev. John D. Laurance, S.J. (Sabbatical Year)
Dr. M. Therese Lyseault
Rev. Bryan Massingale
Dr. Robert L. Masson
Dr. Mickey Mattox (Sabbatical Spring)
Rev. Joseph Mueller, S.J.
Dr. Andrei Orlov (Grant LOA Spring)
Dr. Sharon Pace
Dr. John J. Schmitt (Sabbatical Fall)
Dr. Wanda Zemler-Cizewski (Library Coordinator)

VISITING PROFESSOR

Dr. Markus Wriedt

ASSISTANT PROFESSOR

Dr. Ulrich Lehner (LOA Spring)
Dr. Rodrigo Morales
Dr. Danielle Nussberger
Dr. Irfan Omar
Dr. Jame Schaefer

LECTURERS

Mr. Edward Anderson
Rev. Thomas Anderson, SJ
Mr. Bradley Brown
Mr. Scott Celsor
Dr. Terrence Crowe
Dr. Christopher Dorn
Rev. Steven Dunn
Mr. Michael Harris
Mr. Paul Heidebrecht
Dr. Mari Rapela Heidt
Dr. John A. Jones
Mr. Jack Kilcrease
Dr. Judette Kolasny
Dr. James Kroemer
Dr. Constance Nielsen

Mr. Fortunate Ojiako
Ms. Pamela Shellberg
Mr. David Zampino
Dr. John Zemler

TEACHING FELLOWS

Mr. Paul Caldwell
Mr. Abraham Fisher

DISSENTATION FELLOWS

Mr. Timothy Henderson (Fall)
Mr. Matthew Gerlach (Fall)
Mr. Mark Chapman
Mr. John Fortner
Chairperson: overall direction of departmental activities, faculty and student recruitment, departmental publicity, teaching assignments for faculty and assistants, admissions procedures, routine procedures for graduate students, liaison with other University departments and officials.

Director of Graduate Students: primary administrative contact person for the graduate students as a group and individually; advisory to the Chairperson in matters relating to graduate students; advisory to the Chairperson on matters of graduate student financial aid.

Director of Undergraduate Students: counseling undergraduate theology majors and teaching majors; Theta Alpha Kappa moderator; initial class schedule coordination.

Director of Instructional Programs and Teaching Development: responsible for undergraduate and graduate class scheduling; professional development for part-time and adjunct faculty; supervision of department teaching mentoring process.

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

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

Departmental Committee on Development: advisory to the Chairperson on the creation of new academic programs, to identify funding sources, and to seek funding for specific long-standing and long-term needs within the department.

Departmental Graduate Committee: advisory to the Chairperson in matters of doctoral qualifying topics and boards, thesis and dissertation boards, graduate student policies and procedures.

Departmental M.A. Examination Committee: advisory to the Chairperson in matters of the M.A. Proficiency Examinations.

Departmental Undergraduate Committee: advisory to the Chairperson in matters of undergraduate policies and procedures, theology and teaching majors, honors advising.

Departmental Research Committee: review and rank released-time applications; function as the Department's Mellon Committee; encourage faculty grant and fellowship applications by reviewing and distributing funding information and applications; arrange for Faculty Colloquia.

Graduate Admission and Financial Aid Committee: establish admissions norms; review applications for admission to the graduate program; review applications for fellowships and for regular financial aid and submit recommendations to the Chairperson.

Pere Marquette Lecture Committee: coordination of various academic activities sponsored by the department (i.e., annual Pere Marquette Lecture, occasional special colloquia, regular faculty seminars).

Theology and Society Committee: advisory to the Chairperson in matters of TAS policies and procedures; advising Chairperson in liaison activities with other departments involved in the TAS operation.
ADVISER/DIRECTOR/STUDENT RESPONSIBILITIES

“It is the joint responsibility of the student and adviser to plan the student’s total program ….”

All forms are available from the Assistant to the Chair and should be typed or neatly printed (some forms are also available online at the Theology Department web page or the Graduate School’s web page). Students and faculty who have further questions or wish additional assistance with the forms and processes listed below, should feel free to contact the Director of Graduate Students. It would be helpful to set up a file folder on the student advisees in order to work efficiently with student records, etc.

**Doctoral Program Planning Form (DPPF)**

Ph.D. students must fill out this form *in consultation* with their adviser *before the end of the second semester of coursework*. Students and advisers should meet at least once each semester. The DPPF constitutes a formal agreement between the student and Marquette University. The form can be changed only with a DPPF Amendment form.

**DPPF Amendment Form**

There are many legitimate reasons for amending the DPPF but it is important to follow the correct procedure. The amendment form should be filled out by *students* in consultation with their adviser. DPPF amendments should be submitted a semester ahead of time during the registration period and must include a copy of the DPPF worksheet as well as the date(s) when the course(s) will be taken.

**Doctoral Qualifying Examination Application (DQE)**

*Student* obtains a copy of the topic areas and the application form.

*In consultation* with the adviser, the student selects three (3) topics in the major area and one (1) topic in each of the minor areas. (Be aware that the topic areas on the application form must match exactly with those on the topics list.)

*Student* solicits three (3) faculty members in the major topic area and one (1) in each of the minor areas to serve as the examining board. Three (3) alternate faculty names must be provided. Note: the student’s adviser may be on the DQE board but *may not* serve as the chair.

*Student* prepares the DQE application form and a list of courses that the student has taken both at Marquette and in the previous graduate institution. These are submitted to the Graduate Committee. Student and adviser are notified when the examination topics and board have been approved by the Graduate Committee, and an exam registration form is provided.

The *faculty members who chair* DQE boards are responsible for (1) contacting the other members of the examination board to solicit the examination questions, (2) arranging with the other members of the board the time of the oral examination, (3) communicating the time and place of the examination to the student. (The *Assistant to the Chair* schedules the exam on the departmental calendar.)

*Faculty members* who participate in DQE boards should clarify their expectations with the student. These include, at least, the list of required materials for preparation and the number of conversations the faculty member expects to have with the student prior to the examination.
**Doctoral Dissertation Outline (DDO)**

*Student* chooses a topic that falls within the scope of the department’s understanding of religious studies and for which the student can locate a faculty director with the necessary competence and interest.

Once the *student and director* are in agreement on the outline the *student* fills out the *Doctoral Dissertation Outline* (no committee names are to be provided on the form).

*Director* provides a cover letter to be submitted to the Graduate Committee with the DDO. The letter indicates his/her willingness to serve as director, together with four other names of faculty who have agreed to serve on the dissertation board (the list must also include the names of 3 faculty who have agreed to be alternates).

Given the approval of the Graduate Committee the board is appointed and the dissertation director replaces the student’s adviser. The *Assistant to the Chair* then circulates the DDO to the board members for two weeks during which time they indicate their approval of the DDO, suggest revisions or changes, or request a meeting of the board. At the end of two weeks board members’ signatures are obtained and the DDO is sent to the Graduate School.

**Dissertation Defense**

Once the *director* judges that the dissertation is ready for a public defense, the *director* contacts the members of the board and arranges a date and time for the public defense. Although the director is required by *Procedures and Policies* to give official notice one month in advance, colleagues – especially those not recently informed about the student’s progress – greatly appreciate earlier notice of anticipated defense target dates.

At least one month prior to the date of defense, the *student* provides the Assistant to the Chair with five copies of the dissertation along with the defense program. The program includes an unsigned copy of the announcement of public defense, list of courses, abstract, defense title page, and a biographical sketch.

The *Assistant to the Chair* distributes the dissertation, obtains signatures of board members, and forwards defense program to the Graduate School.
COMMITTEE ASSIGNMENTS 2008-2009

Chairperson
Dr. Susan K. Wood, S.C.L.

Assistant Chairperson
Dr. M. Therese Lysaught.

Director of Graduate Students
Rev. Thomas Hughson, S.J.

Director of Undergraduate Studies
Dr. Deirdre Dempsey

Associate Director of Undergraduate Studies
Rev. Bryan Massingale

Library Coordinator
Dr. Wanda Zemler-Cizewski

Writing Consultant Supervisor
Dr. Rodrigo Morales

ADVISORY COMMITTEE
Dr. Patrick Carey
Dr. Deirdre Dempsey
Dr. Mickey Mattox
Dr. Irfan Omar

AREA CONVENORS
Rev. William Kurz, S.J. Biblical
Dr. Patrick Carey, Historical
Dr. Robert Masson, Systematics/Ethics

ASSESSMENT COMMITTEE
Dr. Therese Lysaught, Chair
Dr. Rodrigo Morales
Dr. Jame Schaefer

COURSE SCHEDULING
Dr. M. Therese Lysaught

LANGUAGE LIAISON
Dr. Jame Schaefer

LIAISON: EXCHANGE PROGRAM WITH
Goethe University of Frankfurt, Germany
Rev. Philip Rossi, S.J.

FACULTY MEETING MINUTES
Dr. Lyle Dabney

GRADUATE ADMISSION AND FINANCIAL AID COMMITTEE
Rev. Thomas Hughson, Chair
Dr. Michel Barnes
Dr. D. Stephen Long
Dr. Sharon Pace

GRADUATE COMMITTEE
Rev. Philip Rossi, S. J., Chair
Rev. Alexander Golitzin
Rev. Thomas Hughson
Rev. William Kurz, S.J.
Dr. Robert Masson

M.A. EXAMINATION COMMITTEE
Dr. Michael Duffey, Chair, (Ethics)
Dr. Deirdre Dempsey, (Fall, 2008, OT)
Dr. Ralph Del Colle (Systematics)
Rev. Alexander Golitzin, (Historical I)
Dr. Ulrich Lehner (Fall, 2008, Historical II)
Dr. Andrei Orlov (Fall, 2008, NT)
Rev. William Kurz, S.J. (Spring, 2009, NT)
Dr. Sharon Pace, (Spring, 2009, OT)
Rev. David Schultenover, S.J. (Spring, 2009, Hist. II)

PERE MARQUETTE LECTURE COMMITTEE
Rev. Robert Doran, S.J., Chair
Dr. D. Stephen Long
Dr. Danielle Nussberger
Dr. Irfan Omar

RESEARCH COMMITTEE
Dr. Ralph Del Colle, Chair
Dr. Patrick Carey
Dr. Daniel Maguire
Dr. Andrei Orlov

SOCIAL COMMITTEE
Dr. Michel Barnes, Organizer
Dr. Rodrigo Morales (Spring)
Dr. Andrei Orlov (Fall)

THEOLOGY AND SOCIETY COMMITTEE
Dr. D. Lyle Dabney, Chair
Dr. Daniel Maguire

THEOTOKOS LECTURE COMMITTEE
Dr. Wanda Zemler-Cizewski, Chair
Dr. Ralph Del Colle
Dr. Rodrigo Morales

UNDERGRADUATE COMMITTEE
Dr. Deirdre Dempsey, Chair
Rev. Bryan Massingale, Associate Chair
Dr. Michael Duffey
Dr. Mark Johnson
Dr. Danielle Nussberger