



Master Of Arts Program Academic Policies & Procedures

“By its nature, faith appeals to reason because it reveals to man the truth of his destiny and the way to attain it. Revealed truth, to be sure, surpasses our telling... Nonetheless, revealed truth beckons reason - God's gift fashioned for the assimilation of truth - to enter into its light and thereby come to understand in a certain measure what it has believed. Theological science responds to the invitation of truth as it seeks to understand the faith. It thereby aids the People of God in fulfilling the Apostle's command to give an accounting for their hope to those who ask it.”

Congregation for the Doctrine of the Faith, Donum veritatis

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I. INTRODUCTION

The Master of Arts Program (MA Program) at Sacred Heart Seminary and School of Theology (SHSST) was established in 1987. It is accredited by the Association of Theological Schools in the United States and Canada and the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools.

1.1. PROGRAM OBJECTIVES

The MA Program is designed for students who seek an academic degree in theology in a Roman Catholic graduate school of pastoral ministry. It is intended to strengthen the religious basis for one's life and work, either in a secular career or in a Church ministry career.

The objectives of the MA Program are to develop in the student

- a theologically and pastorally rich appreciation of the Christian message,
- an in-depth critical understanding of the concepts, issues, and methods of their chosen area of concentration,
- a more broadly-based theological knowledge beyond their chosen area of concentration, and
- the ability to integrate theological analysis with daily life and social issues.

1.2. PROGRAM COMPONENTS

Given the diverse needs of our students, the MA Program has been designed to offer a considerable amount of flexibility. Courses are drawn from four major categories of study:

- Scripture,
- Systematic Theology (which includes dogmatic theology, moral theology and spirituality),
- Church History, and
- Pastoral Studies.

The MA Program is a 33 credit hours degree. The 33 credits are distributed as follows:

PLAN A: *33 credits of course work plus comprehensive examinations.*

- 9 credit hours from Required Courses.
- 15 credit hours from courses from the chosen area of concentration. SHSST offers three areas of concentration, Sacred Scripture, Spirituality, and Systematic Theology.
- 9 hours of elective credits.
- Comprehensive Examinations (written and oral).

PLAN B: 27 credit hours of course work plus 6 credit hours of the MA Thesis.

- 9 credit hours from Required Courses.
- 15 credit hours from courses from the chosen area of concentration. SHSST offers three areas of concentration, Sacred Scripture, Spirituality, and Systematic Theology.
- 3 hours of elective credits.
- 6 credit hours from the MA Thesis.

II. ADMISSION PROCEDURES

Prospective students are required to complete an *MA Application Form* (See Appendix 1) and remit a non-refundable application fee.

Applicants are required to submit a personal history containing: official transcript(s) verifying possession of at least a Bachelor's degree from an accredited institution, sent within the last year directly from the former institution(s); past education or specialized training; employment record; church activity or service; and a personal goal statement describing why the applicant is interested in pursuing the MA degree, as well as a letter of recommendation from the pastor or other competent authority in a parish, diocese, religious community or the equivalent. Seminarians are required to provide a letter of approval from the bishop, vocation director, or superior of religious community.

In addition, applicants who do not possess at least a master's level degree from an accredited institution are required to take the "Miller Analogies Test." Arrangements to take this test may be made through any authorized college or university. Since seminarians are required to take a test for their admission (See *School Handbook*, 21), they are exempted from taking the "Miller Analogies Test."

The recommendation whether or not to admit an applicant will be made by the Director of the MA Program (MA Director) in consultation with the Academic Advisory Board (AAB). A positive recommendation will be referred to the President-Rector for confirmation.

When the decision to admit a student is made, the new student will meet with the MA Director who will assign an academic advisor.

III. STUDENT STATUS AND TIME LIMITS

Upon receiving a letter of admission from the President-Rector, the student has a maximum of two semesters to register in at least one course. If the newly admitted student fails to register in at least one course in the prescribed limit of time, he or she will be subject to an administrative withdrawal from the program.

3.1.ACTIVE STUDENTS

An active student is one who is registered in at least one course in the current semester. An active student may have either full-time or part-time status.

3.1.1. *Full-time Status* for a student consists of a minimum of 9 academic credit hours and a maximum of 16 academic credit hours per semester. A student who wishes to exceed the maximum load or make arrangements not anticipated by these policies and procedures should appeal to the program director who will consult with the Vice-President for Academic Affairs.

3.1.2. *Part-time Status* is anything less than 9 credits per semester.

3.2.LEAVE OF ABSENCE

- A Leave of Absence (LOA) is an approved absence period from the school without loss of student status or penalty.
- A LOA is granted by the MA Director for one semester. If the student needs an extension, he or she may request such an extension two weeks before the expiration date of the previous LOA. In any case, an extension of the LOA may not be more than one more semester for a total of a year.
- If the student fails to return to active status after completing the LOA or an extension of it, he or she will be subject to an administrative withdrawal.
- In exceptional circumstances, the MA Director may grant additional extensions.
- Students in the LOA status must still satisfy their continuous enrollment fee.

3.3.PROGRAM TIME LIMITS

Students may not remain enrolled in the MA Program for more than six years from the starting of the required coursework, not including pre-requisite courses. In exceptional circumstances extensions may be made by the MA Director.

3.4. ADMINISTRATIVE WITHDRAWAL POLICY

To be administratively withdrawn from the MA Program means that a student is dismissed from the program for the following reasons:

- failure to make satisfactory academic progress by maintaining a 3.0 GPA;
- inappropriate behavior that is detrimental to the student or school, poses a danger of causing harm to self or others, or disrupts the learning environment;
- failure to register after two consecutive semesters on Leave of Absence;
- exceeding program time limits (see 3.3.); and/or
- failure to fulfill the requirements established in the MA Academic Policies and Procedures of SHSST.

3.4.1. Financial Implications

Administrative withdrawal does not relieve the student of the responsibility for all debts, including tuition, fees, and other incidental charges for the full semester.

Administrative withdrawal due to failure to meet financial obligations will result in the following:

- Transcripts being withheld
- Library privileges being lost
- Course registration being denied

A student who has been dismissed for financial reasons can have privileges restored upon payment of all outstanding charges.

If a student is subject to an administrative withdrawal during the course of a semester, refunds for tuition will be given based on the following schedule:

100% refund	prior to the first class
80% refund	during the first week
60% refund	during the second week
40% refund	during the third week
25% refund	during the fourth week
No refund	after the fourth week

3.4.2. Administrative Withdrawal Procedures

Administrative withdrawal is granted by the Academic Dean upon consultation with the MA Director and, if necessary, the AAB. The process of administrative withdrawal of an MA student is the following:

- The MA Director initiates the administrative withdrawal process and has the right to stop the process at any time. Faculty members or staff of SHSST may refer a case to the MA Director.
- Administrative withdrawal will typically take place after the add/drop deadline.
- The MA Director notifies the MA student in writing that he or she will be considered for administrative withdrawal, delineating the reason(s) for this action.
- The MA Director presents the student to the Academic Dean for administrative withdrawal from the MA Program. In doing so, the MA Director must present the student's file along with the letter sent to the student indicating the reasons for the administrative withdrawal. Other supportive documentation might also be presented.
- If necessary, the Academic Dean may consult the AAB. In this case, the members of the AAB discuss the case, and make a recommendation to the Academic Dean.

- The Academic Dean makes the final decision and communicates it in writing to the MA student, MA Director, and Registrar.
- If applicable, students must be informed that their administrative withdrawal will have an impact on their student visa status.
- If an administrative withdrawal is not recommended, the Academic Dean may impose other conditions and/or requirements under which the student is allowed to remain in the program. In this case, the sanctions are communicated in writing to the student by the MA Director.

3.4.3. Appeal Procedures

The student may appeal the decision of the Academic Dean by delivering a written request for an appeal to the President-Rector. Such request must be received by the President-Rector's office within 10 days of the date of receipt of the administrative withdrawal. In consultation with the Committee for Conflict Resolution and within 15 days of the date of receipt of the written request for an appeal, the President-Rector delivers a final decision.

3.4.4. Readmission Procedures

If a withdrawn student wishes to return, a formal written request for readmission must be submitted to the office of the MA Director. The recommendation whether or not to readmit an applicant will be made by the MA Director in consultation with the AAB. A positive recommendation will be referred to the President-Rector for confirmation. To be considered for readmission, the returning student must,

- complete an MA application form;
- submit a letter explaining: (1) the reasons of his or her withdrawal; (2) the reasons for his or her return to the program; and (3) the possibilities for satisfactory completion of the program;
- settle all outstanding debts;
- return of all library materials;
- satisfy the application fee.

Other requirements may apply depending on the case.

Upon a satisfactory readmission process, returning students are readmitted into the program under the current MA Academic Policies and Procedures.

IV. THE ACADEMIC ADVISOR

The Academic Advisor is a full-time faculty member of SHSST who is assigned by the MA Director during the student's first semester. Ideally, the Academic Advisor is chosen from the student's area of concentration. Academic advising is integral to fulfilling the teaching and learning mission of higher education.

4.1. THE ROLE OF THE ACADEMIC ADVISOR

Advisor and student should develop a projected course program early on, while realizing, of course, that it will be somewhat tentative. Actual course scheduling may require some adjustments each semester. However, the role of the Academic Advisor extends beyond course and program scheduling. Advisors can assist the student with virtually all aspects of the academic experience and provide information regarding campus resources as needed. Some of the specific responsibilities of academic advisors include but are not limited to:

- Assistance with goal setting
- Assistance with career development
- Monitoring academic progress
- Clarification of academic and institutional policies
- Assistance with academic issues
- Assistance with personal concerns related to her or his academic experience
- Navigation within the campus environment
- Assistance with campus resource identification & utilization
- Assistance with financial matters

4.2. WHEN TO SEE THE ADVISOR

The student is urged to contact his or her advisor on any matters related to his or her educational progress. The student is responsible for helping the advisor help him or her by sharing essential information about the student's academic progress, strengths, weaknesses, interests, and goals. All students must report to their advisor prior to every registration period. Ideally, students should see their advisors at least twice per semester.

4.3. WHAT TO EXPECT OF THE ADVISOR

Students have a right to expect their advisor to:

- Have posted reasonable office hours of availability throughout the academic semester
- Maintain appointments with students on a timely basis
- Be knowledgeable about educational program requirements, curriculum, and professional and career opportunities within their field of expertise

- Be knowledgeable about academic requirements, institutional policies and procedures to ensure academic success
- Seek information they do not know or refer you to the appropriate resources as needed

4.4. WHAT THE ADVISOR EXPECTS OF THE STUDENT

Students have a responsibility to:

- Set the appointments with the Academic Advisor
- Read and understand the *MA Program Academic Policies and Procedures*
- Consult with their advisors during registration periods for course scheduling and any program modification
- Inform their advisor of any academic difficulties or changes
- Maintain scheduled appointments with their advisors and be prepared for advisement sessions with any supporting documentation or materials which could assist the advisor
- Provide advisors with feedback and follow through on advisor recommendations as needed

4.5. TERMINATION OF THE ACADEMIC ADVISING RELATIONSHIP

The relationship between the student and the Academic Advisor lasts the period of time the student needs to complete the required coursework. However, this relationship may be terminated during that period for various reasons. In that case, either the student or the Academic Advisor could petition the termination of the relationship to the MA Director, who would consider the reasons for such a termination, provide an answer to the petitioner in no more than two weeks after the petition, and assign a new advisor if needed.

V. REGISTRATION PROCEDURES

Since most of a student's course work is built around a well-defined curriculum of core courses, many of which have prerequisites, the planning and registration for a student occur in a process of consultation with one's Academic Advisor. This allows for a certain amount of flexibility within program-prescribed limits.

Tuition and fees information is published annually in the school catalogue.

Registration procedures are as follows:

- a) The registrar publishes the course offerings for the given semester.
- b) The student obtains a *MA Pre-registration Form* from the Academic Department Secretary (See Appendix 2).
- c) The student meets with the Academic Advisor for course consultation and to obtain the advisor's signature on the course pre-registration form. New students,

who have not yet been assigned an academic advisor, will meet with the MA Director to determine their first semester courses.

- d) The student submits the signed *MA Pre-registration Form* to the Academic Secretary.
- e) Ordinary course changes up through the drop/add deadlines are made through the registrar.
- f) Tuition and fees must be paid to the Finance Office by the drop/add deadline published in the *School Calendar*.
- g) For returning students, a final class schedule will generally be provided before the end of the current semester.
- h) It should be noted that the limits of class size, the availability of instructors, and unresolved conflicts in class times, may require that some students do not get all the courses for which they registered. At times preference will need to be given to the students who have no other scheduling options.

VI. ACADEMIC REQUIREMENTS

The MA Program requires 33 credit hours. Students may accumulate the requisite 33 credit hours on either of two plans:

PLAN A - 33 graduate credit hours of course work followed by comprehensive examinations.

PLAN B - 27 graduate credit hours of course work followed by the completion of an MA thesis (6 credit hours).

Ordinarily, students choose their MA plan no later than 9 credits into the program. A student may change his or her chosen MA plan only before formally registering the MA Comprehensive Requirement. In order to change his or her MA plan, the student must submit a written request to the MA Director. In consultation with the Academic Advisory Board, the MA Director determines the procedures for such a change and communicates them to the student.

6.1. COURSE WORK

There are two academic segments in the MA degree curriculum, each of which has its own purpose and procedures, the prerequisites and the core courses.

6.1.1. THE PREREQUISITES

6.1.1.1. Introductory Studies Courses

These courses do not count towards the MA graduate credits.

These courses are the ordinary prerequisites for entry into the core courses. The level of these courses is similar to undergraduate work; consequently, the school

will accept undergraduate credit for equivalent course work done in other institutions as well as demonstrations of competency for these courses.

a. Courses

Requirements include 6 credits in philosophy and 6 credits in religious studies. These 12 credits may be fulfilled at SHSST.

Philosophy (6 credits)

- PH 500 Ancient Philosophy - 3 credits
- PH 501 Medieval Philosophy - 3 credits
- PH 502 Modern Philosophy - 3 credits
- PH 503 Contemporary Philosophy - 3 credits
- PH 504 Logic - 3 credits
- PH 505 Philosophical Anthropology - 3 credits
- PH 506 Introduction to Philosophical Ethics - 3 credits
- PH 507 Metaphysics - 3 credits
- PH 508 Natural Theology - 3 credits
- PH 509 Epistemology - 3 credits

If six credits are needed, the medieval and contemporary courses may be most beneficial for theological study.

Religious Studies (6 credits)

- DT 500 Catholic Doctrine I - 2 credits
- DT 505 Catholic Doctrine II - 2 credits
- SS 500 Introduction to Scripture – 2 credits
- MT 500 Introduction to Christian Morality - 2 credits

b. Acceptance of Undergraduate Credits

The Academic Dean will review the files of new students and indicate on the student's *MA Academic Requirement Form* (See Appendix 3) those credits that have been accepted. If there is a doubt about the acceptability of certain courses, the student receives written instructions to meet with a specific instructor for an interview and/or evaluation.

c. Demonstration of Competency

Certain kinds of training and/or experience can be accepted in lieu of academic credit for DT 500 and DT 505, Catholic Doctrine I and II. If these are adequately documented in the student's file, course equivalency will be indicated on the student's *MA Academic Requirement Form* by the Academic Dean. If there is doubt about the training or experience, the student will be directed to a specific instructor for evaluation.

6.1.1.2. Language Requirement

Language requirements vary according to the chosen plan as follows:

PLAN A

Advanced understanding of English is required.

PLAN B

Advanced understanding of English is required. Other language requirements for those MA students in PLAN B vary according to their chosen area of concentration.

a. Area of Concentration in Sacred Scripture

MA students in PLAN B who choose the area of concentration in Sacred Scripture must demonstrate a basic working knowledge of either Greek or Hebrew before registering their MA thesis. This competency can be demonstrated by receiving a passing grade in either Biblical Greek I and II or Biblical Hebrew I and II at SHSST, by providing official transcripts of credit hours in Biblical Greek or Biblical Hebrew from another accredited institution, or by taking a written exam administered by Scripture faculty.

b. Area of Concentration in Spirituality

MA students in PLAN B who choose the area of concentration in Spirituality must demonstrate a basic working knowledge of either Latin or a modern language other than English before registering their MA thesis. This competency can be demonstrated by receiving a passing grade in either Ecclesiastical Latin I and II or Spanish I and II at SHSST, by providing official transcripts of credit hours in Ecclesiastical Latin or a modern language other than English from another accredited institution, or by taking a written exam on Latin or a modern language administered by a faculty member assigned by the MA Director.

c. Area of Concentration in Systematic Theology

MA students in PLAN B who choose the area of concentration in Systematic Theology must demonstrate a basic working knowledge of either Latin or a modern language other than English before registering their MA thesis. This competency can be demonstrated by receiving a passing grade in either Ecclesiastical Latin I and II or Spanish I and II at SHSST, by providing official transcripts of credit hours in Ecclesiastical Latin or a modern language other than English from another accredited institution, or by taking a written exam on Latin or a modern language administered by a faculty member assigned by the MA Director.

6.1.2. THE CORE COURSES

This is the course work the student must complete before beginning the comprehensive requirement.

PLAN A: The student must at least complete a total of 33 graduate credit hours of course work.

PLAN B: The student must at least complete a total of 27 graduate credit hours of course work.

This is the distribution of the courses:

6.1.2.1. Required Courses

As part of the degree requirements, all students must complete **9 credit hours** of required core courses. These courses are:

SS 510 Scriptural Foundations - 3 credits
DT 515 Fundamental Theology - 3 credits

And one of the following courses:

SP 510 Foundations of Christian Spirituality - 3 credits¹

or:

MT 510 Fundamental Moral Theology - 3 credits

6.1.2.2. Area of Concentration

There are three areas of concentration, Sacred Scripture, Spirituality, and Systematic Theology. The student must complete at least **15 credit hours** in the chosen area of concentration. These are the profiles and the distribution of courses by area of concentration:

a. Sacred Scripture

Students who successfully complete the area of concentration in Sacred Scripture will be able to demonstrate:

- an ability to critically approach the Sacred text;
- an ability to understand the issues involved in this critical approach;
- an ability to use basic biblical tools;
- an ability to offer presentations and write on subjects related to this area.

These are the courses offered regularly during the school year:

SS 515 Pentateuch and Historical Books - 3 credits
SS 520 Prophetic Books - 3 credits

¹ MA students who choose the area of concentration in Spirituality must take MT510 Fundamental Moral Theology, and have SP510 Foundations of Christian Spirituality as part of their area of concentration requirement.

- SS 525 Psalms and Wisdom Literature - 2 credits
- SS 600 Synoptic Gospels and Acts of Apostles - 3 credits
- SS 605 Pauline Literature - 3 credits
- SS 610 Gospel of John and Catholic Epistles - 3 credits

There are elective Scripture courses that an MA student could choose. Since these elective courses change each semester, please consult the current catalogue/schedule. However, examples of these elective Scripture courses are:

- SS 571 Historical Jesus - 2 credits
- SS 572 Qumran and Christian Origins - 2 credits
- SS 573 Book of Revelation and Apocalyptic Literature - 2 credits
- SS 582 Passion Narrative in Mark - 2 credits
- SS 583 Non-canonical Religious Writings - 2 credits
- SS 584 The Art of Biblical Stories - 2 credits

b. Spirituality

Students who successfully complete the area of concentration in Spirituality will be able to demonstrate:

- an understanding of the importance of personal spirituality;
- familiarity with the major Catholic spirituality traditions;
- knowledge of the major spirituality practices, including liturgical and personal prayer;
- an ability to comprehend the meaning of liturgical spirituality;
- an appreciation for the spirituality of reconciliation and justice;
- an ability to articulate the meaning and importance of spiritual direction;
- an ability to offer presentations and write on subjects related to this area.

These are the courses offered regularly during the school year:

- SP 500 Prayer Styles - 2 credits
- SP 510 Foundations of Christian Spirituality - 3 credits
- SP 600 Theory and Practice of Spiritual Direction - 2 credits

There are elective Spirituality courses that an MA student could choose. Since these elective courses change each semester, please consult the current catalogue/schedule. However, examples of these elective Spirituality courses are:

- SP 571 Major Figures - 2 credits
- SP 573 Doorways to the Divine -2 credits
- SP 575 Spirituality and the Arts - 2 credits
- SP 574 African-American Spirituality - 2 credits
- SP 576 Sacred Heart: Devotion and Doctrine - 2 credits
- SP 577 Psychology and Religious Experience - 2 credits
- SP 579 Spiritual Stages of Faith Development - 2 credits
- SP 581 Global Spirituality - 2 credits

SP 582 Liturgical Spirituality - 2 credits
 SP 583 Reconciliation Spirituality - 2 credits
 SP 585 Franciscan Spirituality - 2 credits
 SP 586 Carmelite Spirituality - 2 credits
 JW 571 Life of Holiness: Introduction to Judaism - 2 credits
 JW 572 Jewish Prayers and Liturgy - 2 credits
 PS 572 Hispanic Devotional Practices - 2 credits

c. Systematic Theology

Students who successfully complete the area of concentration in Systematic Theology will be able to demonstrate:

- an ability to formulate a coherent, orderly, and rational account of the Christian faith;
- an ability to articulate a Christocentric understanding of Revelation;
- an understanding of the Catholic Church's teaching regarding faith and morals;
- an understanding of the principles of Sacramental/Liturgical Theology in general and the Sacraments in particular;
- an ability to offer presentations and write on subjects related to this area.

These are the courses offered regularly during the school year:

DT 510 Catechesis and Evangelization - 2 credits
 DT 520 Eschatology & the Human Person - 3 credits
 DT 525 Ecclesiology, Mary & Mission - 3 credits
 DT 530 Patrology and Patristic Theology - 3 credits
 DT 615 Liturgy and Sacramentology - 3 credits
 DT 605 God: One and Three - 3 credits
 DT 610 Christology - 3 credits
 DT 620 Sacraments of Initiation - 2 credits
 DT 625 Sacraments of Pastoral Activity - 2 credits
 MT 520 Medical-Moral Ethics - 3 credits
 MT 530 Sexual Morality - 2 credits
 MT 600 Social Ethics - 3 credits

There are elective Systematic Theology courses that an MA student could choose. Since these elective courses change each semester, please consult the current catalogue/ schedule. However, examples of these elective Systematic Theology courses are:

DT 572 Ecumenism - 2 credits
 DT 573 World Religions: Diversity and Dialogue - 2 credits
 DT 579 What really happened at Vatican II - 2 credits
 JW 571 Life of Holiness: Introduction to Judaism - 2 credits
 JW 573 Messianism and Salvation in Judaism - 2 credits

6.1.2.3. Elective Credits

PLAN A: The student must complete *9 credit hours* of elective credits.

PLAN B: The student must complete *3 credit hours* of elective credits.

Elective credits are those courses that an MA student may freely complete from either outside or inside of his or her area of concentration.

Historical courses are available as elective credit courses. These courses are:

- CH 510 History of Church Universal I - 3 credits
- CH 515 History of Church Universal II - 3 credits
- CH 600 American Catholic Church - 3 credits

Some pastoral courses are not available for lay MA students because of their specific focus on ordained ministry. Any of the following may be taken for credit toward the MA degree:

- CS 600 Introduction to Canon Law - 3 credits
- CS 605 Canon Law of Marriage - 3 credits
- PS 571 Hispanic Presence - 2 credits
- PS 572 Hispanic Devotional Practices - 2 credits
- PS 578 Transitions in Adult Life Cycle - 2 credits

MA students may take up to two of the following "practicum" courses and apply them toward their elective credits requirement.

- PS 510 Pastoral Care & Counseling I - 3 credits
- PS 600 Pastoral Care & Counseling II - 2 credits
- LS 600 Fundamental Preaching Skills - 2 credits
- LS 610 Preaching the Word of God - 2 credits
- LS 620 Preaching Practicum - 2 credits

6.2. TRANSFER OF GRADUATE LEVEL CREDITS

SHSST will accept transfer credits of graduate level work completed and awarded at another regionally or nationally accredited institution or national seminary. Credits from a foreign seminary, college or university will be evaluated on a case-by-case basis occasionally requiring evaluation by Educational Credential Evaluators, Inc (ECE) or World Education Services (WES).

Clock hour documentation from Roman Catholic arch/diocesan courses and permanent diaconate programs are also accepted in transfer. Clock hours for specific coursework will be considered on a 10:1 ratio (10 clock hours = 1 credit hour) to translate as academic credit.

Transferred credits, course titles and grades will appear on the student's SHSST transcript. However, transferred credits and grades are not included in the student's GPA. Only courses taken at SHSST are reflected in the student's semester and cumulative credits and GPA.

Following the initial credit audit conducted by the Registrar, the Academic Dean reviews the files of new students. If there is doubt about the acceptability of courses, the student

will receive written instructions to meet with a specific instructor for an interview and/or evaluation.

A course taken by a student at another institution while the student is enrolled at SHSST will be accepted in transfer toward a degree only if prior permission for taking the course for transfer has been obtained from the Academic Dean.

SHSST will evaluate all credits submitted by the new student and reserves the right to accept or deny any of the credits for transfer. Credit is generally granted for courses comparable to those offered at SHSST that were successfully completed. Specific transfer credit nuances for each program are listed below under the program heading following the general guidelines.

6.2.1. TRANSFER OF INTRODUCTORY STUDIES CREDITS

For introductory studies credits (philosophy, religious studies pre-requisites and interpersonal communication skills) to transfer the following are required:

- An official transcript of the credits must be sent directly from the granting institution to SHSST;
- Undergraduate philosophy and religious studies courses will be considered for transfer credit to fulfill the pre-requisites before entering the MA Program;
- The course must be demonstrated as equivalent to our introductory studies courses;
- The course must have been passed with at least a “C” grade;
- The school reserves the right to refuse transfer credits that were completed more than 10 years before matriculation into SHSST.

6.2.2. TRANSFER OF CORE COURSE CREDITS (Required Courses, Area of Concentration, and Elective Credits)

For credits to transfer the following are required:

- An official transcript of the credits must be sent directly from the granting institution to SHSST;
- The course must be at the graduate level;
- The course must have been passed with at least a "B" grade;
- No more than 9 credits may be transferred;
- The course must be demonstrated as equivalent to our core course;
- The school reserves the right to refuse transfer credits that were completed more than 10 years before matriculation into SHSST;
- Students who have been given advanced standing may have previous academic work accepted to fulfill the elective credit requirement. For elective credits to transfer the course must fulfill the purpose for which elective credits are given.

6.2.3. CREDIT BY EXAMINATION

SHSST recognizes that some students enter the seminary/school of theology with experiences and training that meet the objectives of some core courses for our degree. When these experiences and/or training do not meet the school's guidelines for the transfer of credit, the student has the option of requesting credit by examination as follows:

- a) The request for examination is made by the student through the dean's office. At that time evidence to support the claimed background is given. The evidence presented must be verifiable professional experience and/or a transcript of graduate courses.
- b) If the Academic Dean judges that the evidence seems to warrant an attempt at credit by examination, the dean will give the student the *Authorization Form for the Examination* (See Appendix 4); this form will summarize the related background and specify the instructors who will be responsible for giving the exam.
- c) First year students must complete all such examinations by the end of their first year; transfer students with advanced standing must complete all such examinations by the end of their first semester.
- d) The examination will ordinarily be written and oral and will be based upon the instructional objectives of the essential syllabus for the specific course. The Academic Dean will select a qualified instructor for the examination. The criteria for a pass/fail decision are the instructional objectives.
- e) The examination must be completed within two weeks after the instructor has agreed to the exam. The instructor will report the results of the exam to the dean within one week after the testing has been completed.
- f) A failed examination cannot be repeated; however, a failure can be appealed to the dean.
- g) A record of the following will be kept in the student's academic file until graduation: a) documentation of background presented identifying prior competency equivalency with or without having an undergraduate degree; b) a copy of the *Authorization Form for the Examination* signed by the academic dean; c) the instructors' written evaluation of the exam in which the instructional objectives of the course are to be specifically addressed; and d) the final recommendation for or against granting credit. If the testing was successful, a passing ("P") grade will be indicated on the transcript.
- h) A fee is charged for the exam process, whether or not the exam was passed.

6.2.4. CREDIT FOR NON-ACADEMIC TRAINING AND/OR EXPERIENCE

Non-academic training/experience will not be accepted for credit if taken before a student matriculates to SHSST. If such training and experience are taken while the student is

enrolled at SHSST, they can be considered for elective transfer credit under the following conditions:

- a) It is a language training program that relates directly to the future research of the student, or it is a highly specialized training program related to the objectives of the MA Program under the direction of a competent organization;
- b) A detailed description of the program is submitted to the Academic Dean before approval is given;
- c) Credit will be given only when proper evaluation from the sponsoring organization is received by the Academic Dean.

6.2.5. TRANSFER CREDIT APPEAL PROCESS

If a student wishes to appeal the Academic Dean's original decision, she or he should discuss the matter with the dean. Upon the presentation of further evidence, the dean will either accept additional credits or give the student the proper form to authorize an interview and/or evaluation with a specified instructor.

6.3. COMPREHENSIVE REQUIREMENT

Any research that involves human subjects, that is a living human individual about whom an investigator (whether professional or student of SHSST) conducting research obtains data through intervention or interaction with the individual, or identifiable private information (see Title 45 Public Welfare, Department of Health and Human Services, Part 46 Protection of Human Subjects, §46.102 Definitions, f) must be consistent with SHSST guidelines described in section “6.4.” Faculty or students planning to conduct such research must submit a *Human Research Application Form* (see appendix # 12) to the Academic Dean, who in turn would submit this application to the Institutional Review Board as indicated in section “6.4.” of these policies.

Students in PLAN A must have completed 33 credit hours of course work before beginning work on the comprehensive requirement. Students in PLAN B must have completed 27 credit hours of course work before beginning work on the comprehensive requirement.

The final comprehensive project for both tracks requires a significant investment of time. Those preparing for comprehensive exams are considered full-time students for one total semester, which will be the semester during which they are scheduled to take the exams. After they have completed all required coursework, those writing theses are considered full-time students for a total of two semesters while engaged in researching writing, and defending the thesis.

Under exceptional circumstances—and only with the prior written approval of the student’s academic advisor and the MA Director—course work and the comprehensive requirement may briefly overlap.

The comprehensive component requires students to demonstrate their ability to articulate an integrated general understanding of theology by successfully completing one of the following:

6.3.1. PLAN A: COMPREHENSIVE EXAMINATIONS

In this plan, students must complete a combination of written and oral examinations designed to demonstrate the breadth of the student's achievement. A three-hour written and a one-hour oral comprehensive examination will take place before a board of three faculty members appointed by the MA Director in consultation with the Academic Dean. This is the procedure to follow in this case:

- a) After completing all course work, the student must first satisfy the fee applicable to the "MA Comprehensive Examination" in the office of the Vice President for Finances, and second, fill out the *MA Comprehensive Requirement Form* (See Appendix 5) and bring it to the MA Director.
- b) Upon receiving the *MA Comprehensive Requirement Form*, the MA Director works with the student and the Academic Dean in choosing the board for the comprehensive examinations. The examination board is to be composed of two persons in the area of concentration and one person from a supporting area. After the selection of the board, the MA Director submits the signed *MA Comprehensive Requirement Form* to the Academic Secretary, who in turn places it in the student's file.
- c) The norm is that members of SHSST's full time faculty serve as the personnel on examination boards. However, in extraordinary circumstances, it may be necessary to call upon the services of adjunct faculty or non-SHSST faculty.
- d) In consultation with the student and the examination board, the MA Director schedules both the written and oral examinations. The student must successfully complete both examinations by the end of the 9th week in order to graduate that same semester.
- e) Two-thirds of the examination will be given in the area of chosen concentration and one-third of the examination will cover the other two areas.
- f) By way of preparation for both the written and the oral examinations, it is suggested that the student meet with his or her examiners and obtain from them, either orally or in writing, guidance as to specific areas to be covered in the examinations.
- g) If the student fails any of the three questions comprising the written comprehensive examination, the student will be regarded as having failed the entire examination. Therefore, the entire examination will have to be taken again.
- h) The written comprehensive, if failed, may be taken only once more.
- i) The oral comprehensive examination may only be scheduled upon the successful completion of the written examination.

- j) The results of the written examinations must be reported to the MA Director within 48 hours after the completion of the examinations. The MA Director will then inform the student of the results.
- k) The oral comprehensive, if failed, may be taken only once more.
- l) For a judgment that the student has completed the oral comprehensive examination successfully, a majority vote of the faculty board members is needed.
- m) All retakes of comprehensive examinations, written or oral, must be done within 12 months of the date of failure.

This procedure will be followed for the actual administering and proctoring of the written component of the comprehensive examination:

- a) The Academic Secretary will reserve the room for the examination. Rooms are reserved through the school receptionist.
- b) During the exam, the Academic Secretary will have signs posted on the doors to insure that the examination is not interrupted.
- c) In advance of the date for the examination, the Academic Secretary will collect all questions from the examination board members.
- d) The Academic Secretary will serve as proctor.
- e) Students may not bring with them into the examination room any of the following: books of any kind, notes of any kind, cell phones, and personal technological devices. The proctor will provide each student with a Bible, a copy of The Documents of Vatican II, and with any other source required by an examining professor.
- f) Students may write out the exam in pen or on a computer provided by the school. It is the student's responsibility to communicate a preference for a computer to the Academic Secretary one week in advance of the examination date.
- g) To assure a prompt start, it is recommended that students come to the academic office several minutes before the start time.
- h) To begin the exam, the proctor will provide all three questions to the students, who then have a maximum of three hours to complete their responses.
- i) The students may leave the examination room to use the dining room and restrooms as they wish. Doing so, however, does not extend the three hour time limit for completing the examination.
- j) When completed, responses should be given directly to the proctor.
- k) The proctor will then make two copies of each question (making sure that the copies are legible) and distribute them as follows:
 - Copies of all responses are returned to the student.
 - A copy of the response to each professor's question should be sealed and placed in the appropriate professor's mailbox.
 - The originals to be kept in the students MA file.

- 1) As stated above, the results of the written examinations must be reported to the MA Director within 48 hours after the completion of the examinations. The MA Director will then inform the student of the results.

6.3.2. PLAN B: THESIS

The MA thesis is one of two ways to complete the MA degree. It is reserved for those students who wish to do research and extended argumentation, and with proven writing skills. The MA thesis demonstrates the student's ability to use sources critically and to engage in theological integration.

The goal of the MA thesis is to generate a manuscript that is suitable for publication. Although not all studies will generate publishable findings or be sufficiently well designed to meet this goal, the format and quality of the writing should meet this threshold.

A thesis is an extended descriptive or analytical narrative dealing with a particular topic related to the student's area of concentration. The term "extended" is understood to mean a minimum of 50 and a maximum of 100 pages. A thesis primarily utilizes original sources as the basis for the description or analysis.

6.3.2.1. FORMAT AND STYLE

The format and style of the MA thesis must follow the directions of the *SHSST Style Manual* for an academic paper. Any exception in this matter must have the support of the thesis director and the approval of the MA Director.

6.3.2.2. DIRECTOR, CO-READER, AND STUDENT

a) The Thesis Director:

The thesis will be directed by a faculty member who consents to work with the student. Such persons ought normally to have the credentials of a Doctorate. In lieu of the Doctorate, one must at least possess a Masters or a Licentiate in a field relevant to the topic. The norm is that members of SHSST's full time faculty serve as thesis directors. When deemed appropriate by the MA director, in consultation with the academic dean, it may be necessary to call upon the services of adjunct faculty or non-SHSST faculty.

In consultation with the MA Director, students choose a director under whose supervision they formulate and develop their thesis. Ordinarily, discussion regarding the selection of the thesis director and topic take place two semesters before the foreseen completion of the course work and formal registration for the MA Comprehensive Requirement. When a student requests an adjunct or non-SHSST faculty member to serve as the thesis director, he or she should submit a proposal explaining why this instructor is most appropriate to serve as thesis

director. The student will be assessed the cost of using the adjunct or non-SHSST faculty.

These are the responsibilities of the thesis director:

- Approve the thesis topic in consultation with the MA Director.
- Guide the student through the entire thesis cycle, from choosing and narrowing a topic, preparing a thesis prospectus, doing the bibliographic review, collecting and analyzing data, through writing one or more drafts of the thesis. Periodic meetings and communication with the student is required.
- Ensure that the document is in an appropriate form before the student submits the thesis for final approval and defense. The approval of the thesis for its defense by the thesis director indicates that the document is worthy of at least a “B” grade.
- Serve as the final authority on questions of format and documentation style.
- Attend, participate, and evaluate the presentation and defense of the thesis.
- Advise the MA Director of the progress and/or any irregularity in the process of producing the thesis.
- Advise the MA Director of likely December or May graduation eligibility early in the fall or spring semester respectively.

b) The Co-Reader of the Thesis:

The MA Director assigns an appropriate co-reader who has expertise on the selected and approved topic. Such persons ought normally to have the credentials of a Doctorate. In lieu of the Doctorate, one must at least possess a Masters or a Licentiate in a field relevant to the topic. The norm is that members of SHSST’s full time faculty serve as co-readers. When deemed appropriate by the MA director in consultation with the academic dean, it may be necessary to call upon the services of adjunct faculty or non-SHSST faculty. In such cases, preference will be given to the former. When this happens at the student’s request, he/she will be assessed the cost of using the adjunct or non-SHSST faculty. The co-reader of the thesis receives a copy of the document at least one month before its presentation and defense.

These are the responsibilities of the co-reader of the thesis:

- Provide the student with corrections, comments, and feedback on the written thesis before the defense.
- Read and evaluate the final thesis on its merits as he or she understands it.
- Attend, participate, and evaluate the presentation and defense of the thesis.

a) The Student:

The student is encouraged to consult continually with his or her thesis director throughout the writing process.

These are the responsibilities of the student:

- Request a thesis director from the MA Director.
- Obtain the approval of the topic from the thesis director.
- Initiate communication with the thesis director.
- Carry on the research, writing, and presentation of the document in a thoughtful and thorough manner according to the *SHSST Style Manual*, the established timetable, and the guidance of the thesis Director.
- Complete the thesis within two years after completion of the course requirements.
- Satisfy any financial fee with SHSST.

6.3.2.3. PRELIMINARY ARRANGEMENTS, TIMETABLE AND PAPERWORK

These are the steps a student wishing to write a thesis should take:

- The student pays any fees applicable to the MA thesis to the finance department.
- The student discusses a potential topic and preference for a thesis director with the MA Director.
- The MA Director assigns the thesis director.
- The student discusses and requests the approval of the topic from the thesis director. At this point, both the student and the thesis director must complete and sign the *MA Comprehensive Requirement Form* (See Appendix 5) and submit it to the Academic Secretary.
- Once the *MA Comprehensive Requirement Form* has been submitted, the student has one semester to complete and submit the *MA Thesis Title and Proposal Form* (See Appendix 6) to the MA Director. This form must be accompanied by a brief statement (no more than two pages) that outlines the project, and a bibliography that provides a theoretical frame for the proposed project.
- The student and his or her director are urged to work out their own detailed schedule to effect a timely and unhurried completion of the thesis.
- Typically, the student should expect that the thesis will require at least three drafts to arrive at the final one. Some theses may require more.
- Once the *MA Thesis Title and Proposal Form* has been submitted, the MA Director assigns the co-reader of the thesis.

- The students must submit a draft of the thesis to the co-reader at least one month before a tentative defense. This will allow the co-reader to provide his or her feedback before the defense.
- In order to schedule the defense of the thesis, the student must complete the writing of the thesis, have the approval of the thesis director, and the feedback of the co-reader. Having the approval of the thesis director indicates that the written thesis is publishable, or that the thesis deserves the equivalent of at least a “B” grade.
- The student should submit two copies of the thesis to the office of the MA Director: one copy for the thesis director and one for the co-reader.
- Along with the two copies of the thesis, the student must submit an *MA Thesis Defense Request Form* (See Appendix 7) signed by the thesis director and the co-reader. Through this form, the thesis director approves the thesis for defense.

6.3.2.4. THESIS DEFENSE

For those students in Plan B, SHSST requires an oral and public defense of the MA thesis in order to graduate. A thesis defense is the oral presentation and examination after the completion of the thesis, through which the student is able to articulate the acquired knowledge by responding to questions and criticisms of his or her work.

The student responds to the questions asked by the thesis defense committee members. The thesis defense committee members are the thesis director and the co-reader.

- a) Once the student properly submits the two copies of the thesis and the *MA Thesis Defense Request Form*,
 - The MA Director, in consultation with the thesis director, the co-reader, and the student, assigns a date, time, and location for the defense. Once the thesis committee and the student are informed, the MA Director publishes the title, date, time and location of the thesis defense.
 - The student is urged to meet with his or her thesis committee members in preparation for the defense.
 - In the case the student requires the use of specific equipment, he or she should make the request to the academic secretary at least one week before the defense.
- b) The thesis defense:
 - The thesis defense must be scheduled at least one month after the submission of the thesis.
 - It is recommended that the student be in the assigned room 15 minutes before the defense.
 - The student is allowed to bring a copy of the thesis, books, and articles that would help him or her during the presentation of the thesis.

- The student is not allowed to use a phone, a cell phone or other communication devices during his or her presentation.
- Four people must be present to properly start the thesis defense: the student, the thesis director, the co-reader, and the moderator of the defense.
- The moderator of the defense is a full time SHSST faculty member who, upon the request of the MA Director, agrees to do the following: (1) keep the order of the thesis defense; (2) indicate the beginning and the end of each part of the thesis defense; (3) welcome the audience; (4) have the thesis director and the co-reader sign and write their comments and evaluation on the *Thesis Evaluation Form* (See Appendix 8); (5) receive the *Thesis Evaluation Form* from the thesis committee; (6) communicate the final grade and comments as they are written on the *Thesis Evaluation Form* to the student; and (7) submit the *Thesis Evaluation Form* to the academic secretary within two business days after the defense.
- The thesis defense should start on time. After ten minutes delay, the thesis defense is liable to cancellation by the moderator. In this case, the moderator of the defense must indicate the reasons for the delay and cancellation of the defense on the *Thesis Evaluation Form*.
- When a thesis defense is cancelled by its moderator, the MA Director is responsible for the rescheduling of the defense and completion of related procedures.
- The thesis defense has two parts. The first part is the presentation of the thesis by the student. This part should be no longer than 30 minutes. During this part, the student develops the main arguments and reflections of the thesis. The second part is the discussion, clarifications, and questions asked by the thesis committee. This part should be no longer than 30 minutes.
- After the thesis defense, the committee meets in another room for no more than 15 minutes to discuss and evaluate the written thesis and its defense. The thesis committee must provide and write the final grade, recommendations and comments on the written thesis and its defense on the *Thesis Evaluation Form*. Following this, the thesis committee should give the signed *Thesis Evaluation Form* to the moderator of the defense.
- The moderator of the defense receives and reviews the *Thesis Evaluation Form*. He or she proceeds to communicate the recommendations and comments on the written thesis and its defense to the student. At this point, the thesis defense is concluded.
- The moderator of the defense has two business days to submit the signed *Thesis Evaluation Form* to the academic secretary, who in turn places it in the student's file.
- If the thesis committee requests corrections of the thesis arisen from the defense, the student has 15 days to complete such corrections and submit four hard copies and one electronic copy of the thesis to the office of the Academic

Secretary. The hard copies are distributed as follows: two for the library, one for the thesis director, and one for the co-reader. The electronic copy is for the library.

- If the thesis committee does not request corrections of the thesis after the defense, the student should submit two hard copies and one electronic copy of the thesis to the office of the Academic Secretary within 5 days after the defense. All the copies are for the library.

6.3.2.5. GRADING THE THESIS

Successful completion of the thesis component of the degree will be reflected by approval of the document by the thesis director, and its defense by the thesis committee.

The approval of the thesis for its defense by the thesis director indicates that the document is worthy of at least a “B.” Through the thesis defense the student will demonstrate the merits of the thesis.

After full evaluation and participation in the thesis defense, the thesis committee will discuss both the document and the defense, and grant a final letter grade to the thesis. These grades are: A, AB, or B. Credits awarded by the completion of the thesis will be reflected in the student’s overall GPA.

6.4. RESEARCH GUIDELINES

Faculty, staff, and students’ academic plan, conduct and research work must be consistent with pertinent ethical principles, federal and state laws, SHSST regulations, and scientific standards governing research with human research participants (Adapted from *The American Counseling Association Code of Ethics*, 2005, G.1.a).

6.4.1. HUMAN SUBJECT RESEARCH

“Research means a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge” (Title 45 Public Welfare, Department of Health and Human Services, Part 46 Protection of Human Subjects, §46.102 Definitions, d). When research conducted by members of the SHSST community involves human subjects, the paramount responsibility of those members is to the subjects they study. When there is a conflict of interest, these subjects always come first. It is essential that the subjects have the right to remain anonymous; the right to understand the nature, purpose, and intended use of the research; the right to understand the possible consequences of the research; and the right, if any, to fair compensation for their services (Adapted from *The Statements on Ethics of the American Anthropological Association*).

6.4.2. INSTITUTIONAL REVIEW BOARD (IRB)

All faculty and student research with human participants must be approved by the IRB (See Appendix 10). No human research data may be collected before the appropriate approval from the IRB is obtained.

The IRB is to review and approve all research protocols involving human subject research. The primary responsibility of the IRB is to ensure that the rights and welfare of research participants are protected and that all such research is conducted ethically and in compliance with federal and state regulations. IRB approval is always necessary before a research project involving research participants may begin. The IRB has the institutional authority to take any action necessary to protect the rights and welfare of human research participants involved in research. Examples of such actions include observing or monitoring research, suspending or terminating ongoing research, and investigating alleged protocol violations or subject complaints. The IRB shall report to the Academic Dean (Adapted from *The Stanford University Office of the Dean of Research Human Research Protection Program*).

At SHSST, the members of the IRB are the six voting members of the Academic Advisory Board (See *SHSST School Handbook*, Section C, a, 2). In the case of a conflict of interest, the Academic Dean should substitute the conflicted IRB member or members by other full-time or adjunct academic faculty. IRB members may not vote on research proposals which they sponsor. Research designs involving human subjects must received unanimous endorsement from the IRB to be approved.

Usually, the IRB reviews proposed research at convened meetings at which a majority of the members of the IRB are present. In order for the research to be approved, it shall receive the approval of a majority of those members present at the meeting (See Title 45 Public Welfare, Department of Health and Human Services, Part 46 Protection of Human Subjects, §46.108 IRB functions and operations, b).

Once an application is submitted to the IRB, this committee has 15 business days to render a decision or request additional information from the applicant. The committee does not meet over the summer or holiday breaks.

VII. GENERAL GRADING PROCEDURES

7.1. GRADING SYSTEM

Official grades are issued by the registrar at the end of each semester. A consideration of examinations, assignments, papers and class participation will determine the semester grade. The following grading system is used:

A	<i>Excellent</i>	4.0 Grade Points
AB		3.5 Grade Points
B	<i>Good</i>	3.0 Grade Points
BC		2.5 Grade Points

C	<i>Fair</i>	2.0 Grade Points
CD		1.5 Grade Points
D	<i>Minimum Passing</i>	1.0 Grade Points
F	<i>Failure</i>	0.0 Grade Points
I	<i>Incomplete</i>	
W	<i>Withdrawal within 4 weeks</i>	
WP	<i>Withdrawal Passing in the 5th to the 11th week</i>	
WF	<i>Withdrawal Failing in the 5th to the 11th week</i>	

7.2. ACADEMIC EVALUATIONS

Evaluations will take the form of letter grades and be recorded as such in the student's permanent file. It is strongly suggested, however, that the individual faculty member aid the development of the students by means of written evaluations which will be kept on the level of the student-professor relationship.

7.3. CHANGE OF REGISTRATION

If a class is dropped by the drop/add deadline of the semester, no record is carried on the transcript.

7.4. WITHDRAWALS

- If made within the second to fourth week of the semester, the course is recorded as "W" on the transcript.
- If made in the fifth to the eleventh week of the semester, the course will be recorded either as withdrawn passing (WP) or withdrawn failing (WF).
- After the beginning of the twelfth week of the semester no withdrawals are permitted unless the student withdraws from the school; in such a case the withdrawal is recorded as "W".
- In unusual circumstances, it is the prerogative of the academic dean to make adjustments to the above.

7.5. INCOMPLETE GRADES

- The request for an incomplete grade (I) must be initiated by the student and is given only with the instructor's permission.
- Forms for this request are available from the academic office and must be used (See Appendix 9).
- On this form the student will indicate the nature of the incomplete work and the reasons for the request.

- The student must complete all unfinished course requirements within four weeks of the end of the semester in which the course was taken. In extraordinary circumstances such as family or medical emergency, the dean, in consultation with the faculty member, may extend the deadline as far as the end of the next semester.
- Failure to complete whatever is necessary within the time limit will automatically turn the incomplete into a failing grade.

7.6. GRIEVANCES

Any dissatisfaction concerning grades received must be communicated to the dean by the end of the add/drop period of the semester following the one in which the grades were received. The student must have consulted with the instructor before approaching the dean. The decision of the dean is final.

VIII. ACCEPTABLE ACADEMIC PERFORMANCE

A student in the MA Program is expected to maintain a GPA of 3.0 (cumulative). This being the case, the following will apply:

8.1. ACADEMIC PROBATION

- When a student's cumulative GPA falls below 3.0, that student will be placed on automatic academic probation.
- The student will remain on academic probation until achieving a cumulative GPA of 3.0 or better. Ordinarily the student will be expected to improve performance by the end of the next semester. Failure to show this improvement places the student in danger of dismissal by the President-Rector.
- If after improving the GPA to 3.0 or better, the student should again fall below a 3.0, that student is liable to dismissal by the President-Rector.

8.2. MID-TERM REPORTS

About the middle of each semester the academic dean will request a progress report from all instructors. Generally these reports are limited to students whose work at midterm is "BC" or lower. This is to insure that the student receives a timely notification of the situation and to give the academic dean an opportunity to explore with the student any possible need for remedial assistance.

IX. TUTORIALS AND DIRECTED READINGS/STUDY

Arrangements for any tutorial or directed reading/study must be made through the Academic Dean. Approval of such requests will be guided by the student's need and the instructor's availability; in addition, for directed readings/study, the scholarship ability of the student will be considered.

9.1. TUTORIALS

- A tutorial in a core course may be permitted when a student needs a particular course in a semester and it is not offered in that semester, e.g. the course cannot be taken at any other time prior to the student's anticipated completion of the program.
- Ordinarily the tutorial is to be offered by an instructor who regularly teaches that course.
- The tutorial must always cover the material outlined in the essential syllabus or an official course description. In addition, the instructor will give the Academic Dean a course outline at the beginning of the semester.
- An additional fee will be charged.

9.2. DIRECTED READINGS/STUDY

- These are offered for academic enrichment. Approval for a particular reading/study program is given by the Academic Dean only after the instructor involved has testified that the student's scholarship ability merits this special arrangement.
- When the course begins the instructor will give the academic dean a syllabus for the reading/study program that will detail the objectives, required readings, papers, etc.
- Ordinarily an approved reading/study program will receive two credits.
- An additional fee will be charged.

X. MAY SESSION

Sacred Heart Seminary and School of Theology offers a five-week intensive May session that begins approximately one week after the close of the spring semester and concludes about the end of the second week in June. A student's course load during the five-week May session may not exceed six credits.

XI. GRADUATION REQUIREMENTS

- Graduation with the Master of Arts requires completion of the entire 33 credit academic program with a minimum 3.0 cumulative GPA.
- Normally, the MA will require a minimum of two full-time academic years or their equivalent. Completion in less than two years presupposes an undergraduate degree with a major in theology or religious studies (*ATS Standards Bulletin* 39, p. 59).
- Transfer students must take a minimum of 24 credits at SHSST.

- Return of all library materials and settlement of all outstanding debts.

XII. ADDITIONAL ITEMS

- For the writing of all papers, the student must consult the *SHSST Style Manual*.
- Breakfast, lunch and supper are available for a fee at the school. Please see the finance office for fee schedules and payments.
- Parking is available for MA students in the front of the school in the visitor parking area.
- The Dehon Library is accessible to MA students beyond normal business hours. On a regular basis the library staff provides orientation and information.
- An SHSST email account is provided to the MA student. The student receives important information from the school through this means. The student may also use his or her email, as well as the telephone, as a communication media with faculty, staff and other students.

XIII. RELATIONSHIP OF THE MA TO MDIV PROGRAM

A seminarian who withdraws from the Master of Divinity degree program may transfer into the Master of Arts program with the approval of one's sponsor, the rector and the academic dean. In this case, the seminarian must follow the MA Program Admission Procedures indicated in Section II.

A candidate in the Master of Divinity degree program may also work toward the Master of Arts degree. For those pursuing both degrees the following should be noted:

- In the case of seminarians, the approval of one's sponsor, the rector and the academic dean are required.
- A maximum of 16 credits can be transferred into the MA program from the MDIV program.
- In the case of seminarians, a total of at least four years of full-time status is required for obtaining both degrees.
- There will be an additional charge for the MA credits, billed as the courses are taken. There will also be a fee for the comprehensive examination or thesis evaluation process.
- The candidate must follow the MA Program Admission Procedures indicated in "Section II."

XIV. APPENDICES



MASTER OF ARTS PROGRAM APPLICATION FORM

Director of MA Program
7335 S. Hwy. 100, P.O. Box 429
Hales Corners, WI 53130-0429
Tel: (414) 425-8300
Fax: (414) 529-6999
www.SHSST.edu

Name	Last	First	Middle	
Address	Street			
	City	State	Zip Code	
Telephone	(Day)	(Evening)	(Mobile)	
Email	Date of Birth		Male	Female
Ethnicity	<input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Native Hawaiian/Pacific Islander			
	<input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Two or more			
Religious Affiliation	Present Home Parish/Congregation			
	_____ Street Number City State Zip Code			

Are you eligible for Veteran Benefits: YES NO Marital Status: SINGLE MARRIED

Please, list below the accredited colleges and universities you attended:

Name of the School	Location	Dates	Degree(s)

Name of person/organization who will pay your tuition:

Last	First	Middle
Street Number	City	State Zip Code
Telephone: Area Code/Number	Email	

A non-refundable fee of \$100.00 must accompany this application – Payment

<input type="checkbox"/> Check Enclosed Options:	Check #:	Check Amount:
<input type="checkbox"/> Credit Card: <input type="checkbox"/> Master Card <input type="checkbox"/> Visa	Card #: ____/____/____/____	Exp. Date:
Name on Credit Card:		Security Code:



Date _____

Appendix 2
MA PROGRAM PRE-REGISTRATION FORM

FIRST AND LAST NAME: _____ **DATE:** _____

PLAN: A 33 credits of coursework followed by Oral and Written Comprehensive Examinations.

B 27 credits of coursework followed by 6 credits of an MA Thesis. Language requirements applied.

AREA OF CONCENTRATION: _____

I. Introductory Studies Courses (6 credits in Philosophy; 6 credits in Religious Studies)

CODE	COURSE	CR.
TOTAL OF CREDITS:		

II. Language Requirement (Plan A: English – Plan B: English and: *Scripture*: Hebrew I-II or Greek I-II; *Systematic & Spirituality*: Latin I-II or a Modern Language: Spanish I-II)

CODE	LANGUAGE	INSTITUTION	EVALUATOR

III. Required Courses (9 credits)

CODE	COURSE	CR.
TOTAL OF CREDITS:		

IV. Area of Concentration (15 credits)

CODE	COURSE	CR.
TOTAL OF CREDITS:		

V. Electives (Plan A: 9 credits – Plan B: 3 credits)

CODE	COURSE	CR.
TOTAL OF CREDITS:		

Academic Advisor’s Signature: _____ **Date:** _____

d submit this form to the office of the Academic Secretary.



Appendix 3:
MA ACADEMIC REQUIREMENT FORM

Student’s First and Last Name: _____

Admitted on: _____

Academic Advisor: _____

Plan: A 33 credits of coursework followed by Oral and Written Comprehensive Examinations.

B 27 credits of coursework followed by 6 credits of an MA Thesis. Language requirements.

Area of Concentration: _____

A. COURSEWORK:

I. Introductory Studies Courses (6 credits in Philosophy; 6 credits in Religious Studies)

CODE	COURSE	CR.	INSTITUTION	YEAR	GR
TOTAL OF CREDITS:					

II. Language Requirement (Plan A: English – Plan B: English and: Scripture: Hebrew I-II or Greek I-II; Systematic & Spirituality: Latin I-II or a Modern Language: Spanish I-II)

CODE	LANGUAGE	INSTITUTION	EVALUATOR	YEAR	GR

III. Required Courses (9 credits)

CODE	COURSE	CR.	INSTITUTION	YEAR	GR
SS510	Scriptural Foundations	3	SHSST		
DT515	Fundamental Theology	3	SHSST		
MT510	Fundamental Moral Theology	3	SHSST		
<i>or</i>					
SP510	Foundations of Christian Spirituality	3	SHSST		
TOTAL OF CREDITS:					

IV. Area of Concentration (15 credits)

CODE	COURSE	CR.	INSTITUTION	YEAR	GR
TOTAL OF CREDITS:					

V. Electives (Plan A: 9 credits – Plan B: 3 credits)

CODE	COURSE	CR.	INSTITUTION	YEAR	GR
TOTAL OF CREDITS:					

Total Coursework Credits: _____

B. FINAL COMPREHENSIVE REQUIREMENT:

PLAN A: Comprehensive Exam (no credits)

MA Comprehensive Requirement Form submitted on: _____

Final Comprehensive Examination Board:

1) _____

2) _____

Final Comprehensive Written Examination: Date: _____ *Grade:* _____

Final Comprehensive Oral Examination: Date: _____ *Grade:* _____

Remarks: _____

PLAN B: MA Thesis (6 credits)

MA Comprehensive Requirement Form submitted on: _____

MA Thesis Director: _____

MA Thesis Title and Proposal Form submitted on: _____

MA Thesis Co-Reader: _____

MA Thesis Defense Request Form and two copies of the MA Thesis submitted on: _____

MA Thesis Defense:

Date: _____

Location: _____

Moderator of the Defense: _____

Grade: _____

Remarks: _____

Thesis Evaluation Form submitted on: _____

Number of copies of the MA Thesis requested: _____ **Date:** _____

Number of copies of the MA Thesis submitted: _____ **Date:** _____

GRADUATION DATE: _____

Appendix 4:



AUTHORIZATION FORM FOR THE EXAMINATION

Student's First and Last Name _____ **Date:** _____

Program: _____ **Academic Advisor:** _____

Semester: _____

Upon receiving a favorable judgment by the Academic Dean, I request the written and/or oral examination of the following course:

_____ **credits:** _____

In order to support my request, I have presented:

Student's Signature: _____ **Date:** _____

Academic Advisor's Signature: _____ **Date:** _____

Please, complete and submit this form to the Academic Dean.

Official Use Only

Assigned Instructor: _____

The Examination will be:

Written. **Date:** _____ **Location:** _____

Oral. **Date:** _____ **Location:** _____

Written & Oral. **Dates:** _____ **Location:** _____

Academic Dean's Signature: _____ **Date:** _____

Appendix 5:



MA COMPREHENSIVE REQUIREMENT FORM

Student’s First and Last Name: _____ **Date:** _____

Academic Advisor: _____

Plan: **A** 33 credits of coursework followed by Oral and Written Comprehensive Examinations.

B 27 credits of coursework followed by 6 credits of an MA Thesis. Language requirements applied.

Area of Concentration: _____

Having completed the required credit hours of coursework and language requirements of plan _____, I formally request:

COMPREHENSIVE EXAMINATIONS. “Students must complete a combination of written and oral examinations designed to demonstrate the breadth of the student’s achievement. A three-hour written and a one-hour oral comprehensive examination will take place before a board of three faculty members appointed by the MA Director in consultation with the Academic Dean” (MA Academic Policies & Procedure, 6.3.1).

MA THESIS. “The MA thesis is one of two ways to complete the MA degree. It is reserved for those students who wish to do research and extended argumentation, and with proven writing skills. The MA thesis demonstrates the student’s ability to use sources critically and to engage in theological integration. The goal of the MA thesis is to generate a manuscript that is suitable for publication. Although not all studies will generate publishable findings or be sufficiently well designed to meet this goal, the format and quality of the writing should meet this threshold. A thesis is an extended descriptive or analytical narrative dealing with a particular topic related to the student’s area of concentration. The term ‘extended’ is understood to mean a minimum of 50 and a maximum of 100 pages. A thesis primarily utilizes original sources as the basis for the description or analysis.” (MA Academic Policies & Procedure, 6.3.2).

MA Student’s Signature: _____ **Date:** _____

Academic Advisor’s Signature: _____ **Date:** _____



Appendix 7:
MA THESIS DEFENSE REQUEST FORM
Only for MA students in Plan B

Student’s First and Last Name: _____ **Date:** _____

Academic Advisor: _____

Area of Concentration: _____

MA Thesis Director: _____

MA Comprehensive Requirement Form submitted on: _____

MA Thesis Title and Proposal Form submitted on: _____

MA Thesis Co-Reader: _____

Upon completing the required courses and language requirements, I did the necessary research and wrote an MA Thesis under the guidance of my Thesis Director and Co-Reader. With the approval of the MA Thesis Director, I now request a date and location for the public defense of my MA Thesis.

Title of the Thesis:

I also request:

LCD Projector Blackboard Water Markers & Eraser Computer Smart Board

Podium Internet Access Sound DVD Player CD Player A Map of: _____

Other: _____

MA Thesis Co-Reader’s Signature: _____ **Date:** _____

MA Thesis Director’s Signature: _____ **Date:** _____

Please, complete and submit this form along with two copies of the MA Thesis to the office of the MA Program Director.

Official Use Only:
Date of Defense: _____ . Location: _____
Moderator of the MA Thesis Defense: _____
Date of Publication of the Defense: _____
CC: <input type="checkbox"/> Student <input type="checkbox"/> MA Thesis Director <input type="checkbox"/> Co-Reader <input type="checkbox"/> Academic Advisor <input type="checkbox"/> PR <input type="checkbox"/> Student’s File



Appendix 8:

THESIS EVALUATION FORM

Only for MA students in Plan B

Student's First and Last Name: _____

MA Thesis Director: _____

MA Thesis Co-Reader: _____

Moderator of the MA Thesis Defense: _____

Title of the Thesis:

Date of the Thesis Defense: _____ **Time:** _____

Location of the Thesis Defense: _____

General Comments:

Required Corrections:

The MA Thesis Committee concurs that the grade of the MA Thesis Manuscript is:

_____ (50%)

The MA Thesis Committee concurs that the grade of the MA Thesis Presentation and Defense is:

_____ (50%)

The MA Thesis Committee concurs that the FINAL GRADE of the MA Thesis is:



- A *Excellent* 4.0 Grade Points
- AB 3.5 Grade Points
- B *Good* 3.0 Grade Points
- BC 2.5 Grade Points

The student should submit:

NO CORRECTIONS: The student should submit two hard copies and one electronic copy of the thesis to the office of the academic secretary within 5 days after the defense.

CORRECTIONS: The student has 15 days to complete such corrections and submit four hard copies and one electronic copy of the thesis to the office of the academic secretary.

MA Thesis Co-Reader’s Signature: _____ Date: _____

MA Thesis Director’s Signature: _____ **Date:** _____

The Moderator of the Defense must complete and submit this form to the office of the Academic Secretary within two business days after the MA Thesis defense.

Appendix 9:



REQUEST FOR AN INCOMPLETE

Student’s First and Last Name: _____ **Date:** _____

Course Code #: _____ **Title:** _____

Instructor’s Name: _____

Please indicate the nature of the incomplete work:

Give your reasons for requesting the incomplete:

Student’s Signature

Instructor’s comments, if any:

Instructor’s Signature

Official Use Only

The top copy goes to the Academic Dean, the 2nd copy to the instructor, and the 3rd copy to the student. The work for the incomplete must be done within four weeks after the instructors have handed in their grades for the term in which the incomplete is granted. When the work has been completed, the instructor can use his or her copy to report the completion and the grade to the registrar.

Date completed: _____ **Grade:** _____

Appendix 10:

HUMAN RESEARCH APPLICATION FORM



----- Last Name: _____ Date: _____

Program: _____ **Area of Concentration:** _____

Academic Advisor: _____

MA Thesis Director/ Sponsoring Faculty: _____

Course: _____

List all other research project investigators:

Research Project Title:

Submission

- Initial
- Second submission
- Subsequent submission

Estimated dates that the research project will be collecting data and involving human subjects: _____

Is there any funding involved? If so list source(s) of funding:

1. Research Objectives

Provide an abstract of the research including the overall purpose, rationale, and appropriateness of the design and methodology. Specifically document the appropriateness of the sample size to be used.

2. Description of Research Design and Procedures

Describe the actual protocol including the training of the researchers in all phases of the research. Attach any surveys, forms, tests, or descriptions of standardized tests used in the research.

3. Originality

Provide detailed written assurance that the research does not involve unnecessary duplication of previous research.

4. Informed Consent

Describe how informed consent will be obtained. Include the exact wording and procedure that will be used to fully inform participants of the nature of the study, any risks that they may be

exposed to, and the extent of their involvement before they agree to participate. Attach copies of any written forms participants will be required to sign.

1. Use of Deception

If deception will be used, or if information will be withheld from participants, describe the nature of the deception or withholding and the rationale for this.

2. Participant Care

Describe the procedures that will be used to debrief the participants and address any questions or concerns they might have after the data has been collected.

Please, complete and submit this form to the office of the Academic Dean.

Official Use Only

Date Received: _____ IRB Meeting Date: _____

We, the members of the IRB, attest that we have reviewed this research project and application, and we have concluded that:

This research project is **approved**. It will be performed in full compliance with the applicable ethic codes and standards of SHST and with relevant state and federal laws.

This research project is **rejected**. These are the reasons:

This research project is **deferred**. A resubmission is required. These are the reasons:

Signature of the IRB Members:

