Licentiate in Sacred Theology

PROGRAM HANDBOOK
2023-2024

Santa Clara University
Jesuit School of Theology

Welcome to the Jesuit School of Theology of Santa Clara University!

Located in Berkeley, California, JST-SCU is an international center for the study of theology and ministerial formation. We are a graduate school of Santa Clara University. Students join us from across the nation and around the world to prepare for a broad range of ministries and service to the Church and the world. Our students represent a wide age range of lay women and men, Jesuits in formation, clergy, and members of various religious orders.

At JST-SCU, we believe with Pope Francis, that "Teaching and studying theology means living on a frontier, one in which the Gospel meets the needs of the people to whom it should be proclaimed in an understandable and meaningful way. We must guard against a theology that is exhausted in academic dispute or one that looks at humanity from a glass castle." We strive to engage in a theological enterprise that shapes the Church and society with the values of the Gospel of Jesus Christ. In other words, theology as "an expression of a Church which is a 'field hospital', which lives her mission of salvation and healing in the world" (Pope Francis, "Letter to the Catholic University of Argentina," 2015).

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

Our school is blessed with a variety of unique gifts and strengths – *intellectual* strength, JST-SCU is a constellation and concentration of expertise, competence, and creativity; *spiritual* strength, because we programmatically integrate theology and Ignatian spirituality, liturgical and community life into our core character and offerings; and *institutional* strength, because from its founding in 1934 to its relocation to Berkeley in 1969, JST-SCU has developed renown and pedigree within the lively interreligious, ecumenical, and intercultural contexts of the Graduate Theological Union, and forged strategic integration with Santa Clara University in line with the university's pursuit of "high-tech innovation rooted in personal, humanistic formation, and social consciousness."

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

JST-SCU is a member of the Graduate Theological Union (GTU), a vibrant consortium encompassing eight graduate schools of theology in the Bay Area, most of them within a few minutes' walk of our own campus in Berkeley. In addition, our education is enhanced by the GTU shared doctoral research library, our close relationship with the nearby University of California, and our proximity to the artistic and cultural diversity of the San Francisco Bay Area.

Our school has received the Vatican's approval to grant licentiate and doctoral degrees that bring with them the Holy See's recognition wherever our graduates of these two programs minister throughout the world. In this context, theological education and ministerial formation represent "a sort of providential cultural laboratory in which the Church carries out the performative interpretation of the reality brought about by the Christ event and nourished by the gifts of wisdom and knowledge by which the Holy Spirit enriches the People of God in manifold ways…." (*Veritatis Gaudium* "Apostolic Constitution On Ecclesiastical Universities and Faculties."). As a "providential cultural laboratory," JST-SCU offers a space for experimentation and innovation, creativity and audacity, and collaboration and partnership.

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

Welcome to JST-SCU!

Agbonkhianmeghe E. Orobator, S.J.
Dean, Jesuit School of Theology of Santa Clara University

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For Master's Thesis and Doctoral Dissertation Submission Guidelines for the Graduate Theological Union and Santa Clara University, please see http://www.scu.edu/jst/academics/registrar.

Introduction

Licentiate in Sacred Theology

The Licentiate in Sacred Theology is a two-year Roman Catholic ecclesiastical degree in advanced theological study granted by the Jesuit School of Theology by virtue of its status as a pontifical faculty. The Licentiate is meant to further theological expertise for service in official capacities in religious communities and dioceses, and for teaching in higher education, diocesan schools and seminaries. In keeping with the intellectual tradition and apostolic priority of the Society of Jesus, the program cultivates a critical fidelity to the Roman Catholic tradition, in service of the faith that does justice. It enables students to understand the interplay between faith and culture, preparing them to address theological and pastoral issues that emerge in diverse cultural contexts. The STL has been designed according to the guidelines of *Veritatis Gaudium* (part VII, articles 47-50) and the Sacred Congregation for Catholic Education.

Students' progress through the STL degree is guided by the student's academic advisor, who is usually also the thesis director, and the STL Program Director. Students are encouraged to meet regularly with their academic advisor to ensure that they are making satisfactory progress toward completing the degree. This handbook presents program requirements to earn the STL degree as well as protocols and forms. All forms for the STL program can be found at the end of this handbook or on the JST website at https://www.scu.edu/jst/academics/registrar/

Goals and Objectives

Goal I: Students will acquire a depth of knowledge and practical skills within a particular area of concentration, and hone these in light of assuming leadership roles within the Church.

> **Objectives:**
>
> A. Students will be able to employ the hermeneutical principles and research methods germane to their selected area of concentration.
>
> B. Students will gain an advanced level of mastery with respect to their selected area of concentration.
>
> C. Students will possess the linguistic skills appropriate to their field of study.
>
> D. Students will be able to relate their academic studies to the advancement of the Church's mission in the world.

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

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

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

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

Prerequisites, Advanced Standing, and Concurrent Th.M. Degree

Prerequisites for STL Degree

The prerequisites for enrollment in the STL program are the following:

- 24 credit hours of philosophy at the Bachelors level (strongly recommended prior to study).

- An earned Master of Divinity or Bachelor of Sacred Theology degree.

- Proficiency in ecclesiastical Latin (strongly recommended prior to study).

Advanced Standing

A student who has taken graduate courses in theology not longer than six years prior to starting the STL may petition for advanced standing in the STL program. This petition may be included with the Application for Admission or submitted during the first semester of study at JST.

- Advanced standing is limited to nine (9) semester units.

- Transferred units must fit within the student's area of concentration.

- Units must have been at the advanced graduate level (at least level 4000 or above) and not have been used to earn another academic degree.

- Units must have been awarded by an accredited institution of higher learning. See [FORMS – Petition for Advanced Standing.](FORMS%20%E2%80%93%20Petition%20for%20Advanced%20Standing.)

Concurrent Master of Theology (Th.M.) Degree:

Students who complete an STL degree can also receive a Master of Theology degree concurrently. Requests to receive the Master of Theology concurrently can be made at the time of application or at least by the third semester of enrollment.

- Application is made through a written request to the Associate Dean.

- STL students admitted to the Th.M. degree will be required to take ST 3999, a one credit course, in the final year of their program to explore theological 'publics' for the Th.M. (civil) and STL (ecclesiastical) degrees, respectively.

Degree Requirements

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

1. Enroll at JST for four semesters as a full-time student.

2. Complete all degree requirements within four calendar years from the date of initial registration in the program.

3. Earn at least thirty-five (35) semester units, including 24 units of academic coursework; 9 units of STL 5500 or of STL 5501 and STL 5600 (see below); and 2 units of STL research practicum, FE 4400 (0.5 units for at least four semesters).

4. Specialize in one of the following concentration areas:
   • Biblical Studies
   • Systematic Theology and Church History
   • Moral Theology and Ethics
   • Pastoral and Liturgical Theology
   • Christian Spirituality

5. Complete twenty-four (24) semester units of academic coursework at the 4000 level or above in the concentration area identified.

   • At least three credits must be a methodology course appropriate for the student's concentration.

   • To meet program Goal III, Objective A (see page 5), three credits must be RS 2092: Culture, Context, and Lived Religion, upgraded to the 4000 level, or some other course that teaches the same content as approved by the Associate Dean.

   • Students may upgrade the course content and assignments of a 2000 or 3000 level course to meet the STL advanced course requirements. (Generally, a research paper of 15 pages or more is required.) See FORMS - SRC 8888 - Special Reading Course/Upgrade Form.

6. Engage in pastoral work for the duration of their program and enroll in the Research Practicum, FE 4400 every semester. All students will participate in a ministry placement each semester. International students in F-1 status must complete a Curricular Practical Training Cooperative Agreement. FE-4400 provides a forum for theological reflection on this practical experience, as students deepen their understanding of how faith is inculturated in real-world contexts and how culture shapes one's approach to ministry and theology. The

course also supports and guides students through the research and writing process as they move towards completion of their capstone project (see Degree Requirement number 9).

7. Demonstrate foreign language proficiency through transcripted coursework, or by taking the language exams provided for the M.A. and GTU doctoral students, provided by the University of California (Berkeley) or individually created by JST faculty, where necessary. Oral language exams are not permitted to demonstrate proficiency. Students must be proficient in the following languages:

- Latin, with a working reading knowledge of the language sufficient to use ecclesiastical documents, if this was not completed prior to enrollment in the STL. See FORMS – Latin Petition.

- One modern language other than the student's native language, as approved by the academic advisor and the STL Program Director. See FORMS – STL Petition for Language Certification. The modern language must be:
  - One that has sufficient primary/secondary sources related to theological/religious studies.
  - Relevant to the student's research area.

- For specialization in Biblical studies, students must also demonstrate a suitable knowledge of one of the Biblical languages.

- All language requirements must be completed before students submit their thesis proposals.

8. Achieve at least a B- or better in each course taken for a grade and at least a 3.0 Cumulative GPA. Students may not opt for a pass/no pass grade.

9. Earn nine (9) credits for the capstone project by completing either a thesis **or** comprehensive exams plus an extended research paper. Please see the *Thesis and Comprehensive Exam/Extended Paper Requirements* in the next section.

FOR THE THESIS: To complete the thesis, students must:

- Register for 9 semester units of research work in STL 5500.

- Complete a thesis of at least 75 pages in length under the direction of a thesis committee.

- Defend the thesis in a one-hour oral examination.

FOR THE EXAM AND EXTENDED RESEARCH PAPER: To complete the comprehensive exam and extended research paper, students must:

- Register for 6 units of comps preparation in STL 5600 and 3 units of preparation for the extended research paper in STL 5501.

- Pass a written comprehensive examination with a one-hour oral defense in the following three areas: a general examination (closed book exam), a topical examination (closed book exam), and a specialization examination (extended research paper).

- Complete an extended research paper of 25 to 30 pages, representing the development of a paper written in an advanced-level course. It must present and defend a clear thesis as well as demonstrate the student's familiarity with the relevant methods and scholarly literature in the discipline.

Satisfactory Academic Progress While in Continuing Registration Status

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

- While a student is in continuing registration for the STL and STD program, the thesis or dissertation director must certify by the last week of classes in each semester that the student is making satisfactory academic progress. This determination will be based on:

    (a) the depth of contact between the student and his/her director;

    (b) the student's adherence to a research plan, if applicable; and/or

    (c) the student's progress in drafting, editing and finalizing the thesis or dissertation.

- If the student is not making satisfactory academic progress, the Associate Dean will place the student on academic probation, informing the registrar, the director and the student of this change in status. Students on academic probation will not be eligible for institutional aid from the school.

- Students who are on academic probation will be permitted to enroll in one additional semester of continuing registration in order to make progress toward their degree. If any student does not make satisfactory progress during the semester on academic probation, the Associate Dean will consult with the student's director to determine whether to dismiss the student for academic reasons or to allow the student to continue, and on what terms. The student, the director, and the registrar will be informed of the outcome of the determination.
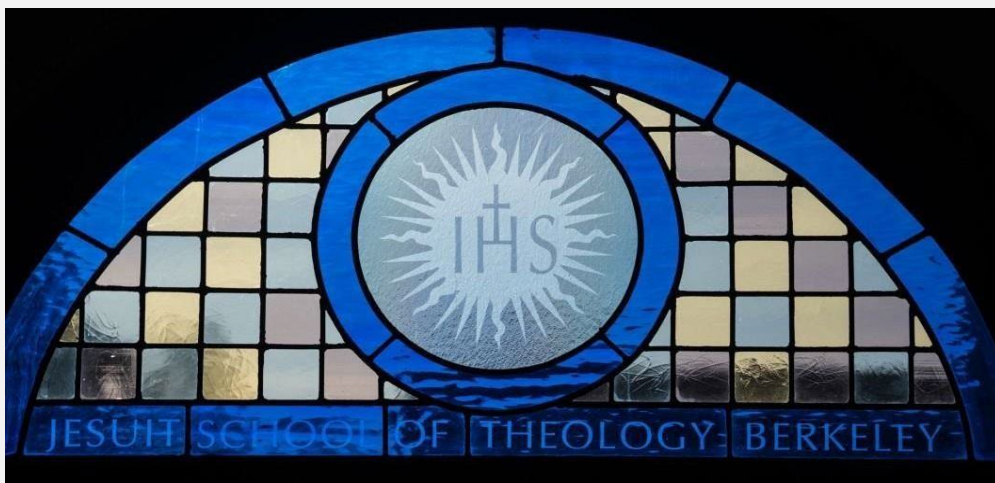
Thesis and Comprehensive Exam/Extended Paper Requirements

This section describes in greater detail the process and requirements for completing the Thesis or the Comprehensive Exam/Extended Paper for the STL degree. Together the final requirements will be referred to as the capstone assignment in this handbook. The major steps are the formation of the committee, the submission of the proposal for the capstone assignment, the completion and defense of the capstone assignment, and submission of the graded work.

1. *Forming the Committee:* The STL capstone assignment will be directed by a committee of at least two scholars.

   - The Director must be a member of the JST full-time permanent faculty. S/he also serves as the academic advisor for most of the student's degree program, including the coursework.

   - With the advice of the Director, the student will choose one other committee member, who has expertise in the proposal subject matter. Ordinarily this is a faculty member of JST or the GTU.

   - Where the content of the thesis requires deeper expertise, the Director may appoint a third member to the committee, after consulting the STL Program Director.

2. *Capstone Assignment Proposal:* All students must submit a proposal for their capstone assignment for approval from the Associate Dean before beginning this thesis work. See FORMS - Proposal for STL Thesis/Extended Research Paper.

   The proposal should be 5-7 double-spaced pages (excluding the bibliography) with one-inch margins and 12 point readable type. Footnotes should appear at the bottom of the appropriate page(s). The proposal should include the following sections and accompanying headings in the following order:

   - **Title page:** (Should include not only student name and proposed title of the capstone assignment but also the name of the director, readers, and the date the proposal is being submitted). Names of director and that of readers may only appear if they have read and given their approval to the proposal in its present form.

   - **Introduction:** Introduce topic and why/how you became interested in it.

   - **Scope and Nature:** Situate the topic in the field of discourse in which it is located, give its context/background (internal boundaries); indicate the history of this topic in prior literature, i.e., to what conversation are you trying to make a contribution? Indicate the limits of your work, things that will not be covered that might be expected (external boundaries).

- **Thesis Statement:** In one or two sentences, state what the work will attempt to demonstrate or accomplish (that is, if not accomplished, the project changes drastically). Put another way, indicate the question (a gap, a problem, a puzzle to be solved) that your thesis will attempt to answer. Then state the claim you will defend, using your argument/thesis as an answer to the question.

- **Methodology:** Explain the theoretical frameworks and specific methodological tools that will be used for research and/or analysis. This is not a question about how the text/research will be organized.

- **Significance:** Discuss the significance of the work within the discipline and possibly other communities (religious, local, political, national, etc.) and possibly for the scholar. That is, why is this work important? What difference will it make and to whom?

- **Chapter Outline:** Give a clear indication of what each chapter of the thesis will include. (NOTE: the chapter outline must comply with the spacing requirements of the proposal, i.e. that it is double- and not single-spaced text.)

- **Short Bibliography:** In addition to the 5-7 page proposal, the student must include a short bibliography (no more than 4-6 pages) consisting of the most significant works/materials that will be used in the research/work, preferably arranged by topical heading. Students should include references in languages other than English when appropriate.

- The proposal must be written in English, although the thesis may be redacted in other languages familiar to the director and committee.

- A proposal for the comprehensive exam and extended research paper must identify the area of concentration specifically, as well as the general examination focus, the topical examination focus, and the research paper topic.

Proposals must be approved by the Director and submitted to the Associate Dean no later than <u>the final day of classes in the penultimate semester</u> (one semester before the students anticipate completing their work). If a student does not file a thesis/extended research paper proposal by the stated deadline, s/he may petition the Associate Dean for an exception to this filing date.

NOTE: STL students who are writing a thesis should refer to the Master's Thesis and Doctoral Dissertation Submission [guidelines.](guidelines)

3. Registration during the Capstone Assignment work:

- During thesis work, students must register for a total of 9 semester units in STL 5500.

- During comprehensive exam and extended research paper work, students must register for 6 units of comps preparation in STL 5600 and for 3 units of preparation for the extended research paper in STL 5501.

- If students have completed 9 units in STL 5500 or 9 total units in STL 5501 and STL 5600, but have not yet completed the capstone work, they must register for continuing registration. The continuing registration fee is equivalent to 6.5 units of the current tuition each semester. Such students will be considered fully registered students, and will have library privileges commensurate with that status.

4. Oral Defense and Grading of the Capstone Assignment:

All capstone assignments require a one-hour oral defense or examination to be administered by the committee. See FORMS – STL Oral Defense Certification and STL Grade Report Form. The student must complete the forms and provide them to each member of the committee prior to the oral defense.

Passing the Oral Defense: Upon the completion of the oral defense of the capstone assignment, all members of will have input into evaluation and grading. Grade options are:

- Pass with No Revisions.

- Pass with Minor Revisions. If the capstone assignment has been approved with minor corrections, the thesis Director must approve corrections before students hand the capstone assignment into the Registrar's Office.

- Returned for Major Revisions. When the revised thesis is submitted, the major revisions must be approved by all readers. The thesis advisor is responsible to assure that all readers approve. Grade sheets should be submitted to the Registrar's Office only after the capstone assignment is deemed acceptable.

- Does not pass.

Each committee member must select the appropriate grade, sign the form, and return it directly to the Registrar's Office.

NOTE: Major revisions of the thesis must be approved by the whole committee. Minor revisions need to be approved by the Director only.

Honors for the Capstone Assignment: The granting of honors (if any) will be considered *after* the thesis is satisfactorily defended as determined by the thesis committee. The decision to confer honors must be agreed unanimously by the whole committee, based on the quality and creativity of the written work and the quality of performance at the oral defense, and does not take into account the student's GPA.

There are four levels of distinction for the STL thesis:

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

Each committee member must select the appropriate level of distinction, sign the form and return it directly to the Associate Dean's Office. In cases where there is disagreement over the level of distinction, the Director will be expected to bring the committee members to a consensus.

5. Filing of the Capstone Assignment:

- For style, formatting, copies and other requirements for submission of STL capstone assignment, please see the MASTER'S THESIS AND DOCTORAL DISSERTATION GUIDELINES. These guidelines and associated forms are available online on the Registrar's page: https://www.scu.edu/jst/academics/office-of-the-registrar/

- STL Extended Research Papers: The student is responsible for submitting one bound copy of the final, signed STL extended research paper to the JST Registrar's Office. The copy should be prepared in accordance with the GTU Library guidelines regarding paper, pagination, and style requirements, found in the Submission Guidelines.

- STL Thesis: Students are responsible for submitting two (2) archival quality copies of their thesis (for the GTU library), and one additional copy (for SCU) in electronic format to the JST Registrar's Office. Note: For those students writing theses focusing on matters pertaining to African nations, an electronic format copy will be sent to the two Jesuit African theologates by the Registrar. The copies should be prepared in accordance to the GTU Library guidelines regarding paper, pagination, and other guidelines, found in the Submission Guidelines.

- Filing Deadline: STL theses must be defended, graded, corrected, signed, approved by the GTU Library, and submitted to the Registrar for May graduation by the <u>first Monday in May</u> and for Fall graduates by the <u>late registration deadline</u> for Fall Semester registration.

Granting the STL to Candidates Possessing an Earned PhD

Candidates/Applicants with an earned Ph.D. or equivalent degree in theology or a related discipline may petition to be awarded the STL by meeting the degree requirements as follows:

- Submission of the completed FORM – Petition for Award of STL that includes the below attachments:
    I. Official PhD Transcript
    II. Statement of applicable coursework, including courses taught and thesis committee service.
    III. Candidate's article or paper

- The STL Program Director and the Associate Dean will sign the Petition signaling their recommendation to the Dean to approve the conferral of the STL degree upon the candidate; the final decision to confer the degree rests with the Dean.

- The STL will be conferred in either October or May, according to the timing of the process.

Note: See ALL FORMS – Petition for Award of the Licentiate in Sacred Theology; and Confirmation of Thesis Equivalence Form.

Approved by the JST Academic Council May 14, 1997; edited and re-approved February 13, 2002; Research Readiness Evaluation modified and approved on September 10, 2008. Additional modifications, as approved by Academic Council, were made in Spring/Fall 2009, Fall 2017, and Fall 2023.

PROGRAM WORKSHEET **S.T.L.**

Licentiate in Sacred Theology

Student's Name: _____

This worksheet is intended to assist you in determining your progress in the S.T.L. program.

Coursework:
- 18 semester units of coursework
- 3 semester units of RS 2092: Culture, Context & Lived Religion (upgraded to 4000-level) or an approved alternative
- 3 units of Methods in Concentration Area

Course Number & Title

Course # & Title	If below 4000, has course been upgraded? Y or N	# of units	Grade
Methods course in Concentration Area		3	
RS 2092: Culture, Context & Lived Religion or equivalent		3	

Total units - 24

PLUS
- FE 4400: STL Research Practicum: ___ for **2** units total (0.5 units per semester), *and*

EITHER
- Thesis registration: ___ STL 5500 for **9** units

OR
- Comps registration: ___ STL 5600 for **6** units **and**
  Extended research paper: ___ STL 5501 for **3** units

- Languages (STL): **Official certification required**
  - _____ Latin (pre-requisite)
  - _____ Modern Language
  - _____ Biblical Languages (*if appropriate*)

- Submit Thesis Proposal form (including courses, committee signatures, and description of project).
- Complete an oral examination (one-hour) on the STL Thesis/Extended Research Paper, administered by the committee (and an oral examination on the comprehensive, if required by committee.
- Prepare STL Oral Defense Certification form and give to Director prior to oral defense.
- Obtain Thesis/Extended Research Paper Grade Report sheets and give one to each reader, along with a copy of the thesis/extended research paper.
- Submit corrected, fully-signed thesis/extended research paper (2 library-ready copies) to JST Associate Dean's Office.
- Fees: Graduation fee **and** Thesis fee.

Please see the S.T.L. Handbook for additional information.

JESUIT SCHOOL OF THEOLOGY
Upgrade Form - Special Reading Course (8888)

Student's Name [ ]   **Degree Program** [ ]

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

Academic Year [ ]

Term
- ☐ Fall
- ☐ Spring
- ☐ Intersession

Number of Units
- ☐ 3.0
- ☐ 1.5
- ☐ Other [ ]

Grade Option
- ☐ Pass/Fail
- ☐ Letter Grade

Method of Evaluation
(*Check all that apply*)
- ☐ Written/Oral Reports
- ☐ Paper/Exam
- ☐ Other [ ]

Original Course Number [ ]   **Original Course Title** [ ]

Faculty Name [ ]   **Faculty School** [ ]

1. Specific advanced learning outcomes:

2. A list of additional course readings & materials:

3. A specific statement of advanced assignments (e.g., extended research paper, bibliography, teaching field work):

Faculty Signature: _____   Date: _____

Advisor Signature: _____   Date: _____

Registrar Signature: _____   Date: _____

Revised 1/4/2023

Please return this form to Academic Operation, office 221.

COURSE UPGRADES
Special Reading Course (SRC) 8888

A course upgrade (SRC 8888) is an enhanced learning experience for students in introductory courses (1000-3000, and 8000 levels) who are seeking more developed content and assignments equivalent to an advanced class (4000 level). An upgrade is not simply adding more of the same level and type of readings and assignments. Students seeking an upgrade are responsible for suggesting the enhanced learning outcomes, readings and assignments, which faculty members can approve or augment, as needed. In requesting a course upgrade, students should keep the following in mind:

1. The decision to upgrade a course to SRC 8888 is solely within a faculty member's discretion. In deciding whether or not to allow an upgrade, a faculty member should consider how the content and assignments of the course can be deepened. Faculty are encouraged to consider the following as additional requirements for students seeking to upgrade a course:

    a. An extended research paper, with additional learning outcomes beyond those expected of students taking the course in its existing format. These should give attention to methodology, theological content, and scope.
    b. An extended bibliography with additional readings beyond those required on the existing course syllabus.
    c. Additional one-on-one meetings between the student and the instructor, for in-depth discussion of a book relevant to the course topic.
    d. Requiring the student to lead a class session, focused on a topic relevant to the student's paper or broader research interests.
    e. Additional practical research, such as interviews or fieldwork related to the course topic. that will expand and extend a student's competence and knowledge in the discipline.

2. Students must submit the SRC Course Upgrade form to the Associate Dean by the end of the first week of classes. The form must be completely filled in, including:

    a. Specific advanced learning outcomes beyond the learning outcomes of the 2000, 3000, or 8000 level course.
    b. A list of additional course readings and materials for the semester. An upgrade is not simply adding more of the same level and type of readings and assignments.
    c. A specific statement of the assignments that will be evaluated for the student's grade, as agreed to in consultation with the instructor, taking into account the guidelines provided in Item 1 above.
    d. Signatures of the faculty member of record and the student's advisor.

3. Students will receive a scanned copy of the SRC 8888 form; the original with attachments will be retained in their academic file.

PETITION FOR LANGUAGE CERTIFICATION   S.T.L.

Santa Clara University Jesuit School of Theology

Modern Language (and Biblical Language for those specializing in biblical studies)

Licentiate in Sacred Theology

Student's Name_____

I.D. #: _____

<u>Requirement</u>: *Demonstration of skill in one modern language other than the student's native language. This may be done by evaluation in course work, or by taking the language exams provided for the M.A. and GTU doctoral students. For specialization in Biblical studies, the student must also demonstrate a suitable knowledge of one of the Biblical languages.*

To fulfill the modern language requirements (and biblical language requirements for those specializing in biblical studies) for the S.T.L. program, language proficiency may be demonstrated by any one of the following means:

1. Oral examination.
2. GTU Language Examination.
3. Evidence of the completion of this language requirement at another school. This evidence may be in the form of a transcript notation (make sure the JST Registrar has a copy), or in some other form acceptable to the Registrar.
4. By transcript: Completion of the second year of college course work in the language, with a grade not less than B (3.0); such course work must be completed not more than seven years prior to matriculation at JST.
5. Certification in a language taught where the language is native.
6. One semester of full-time graduate study at a university in which the language being requested for certification was used for instruction and written work, and for which the student earned the equivalent of a B grade. In the case of English, the certification must be obtained prior to matriculation at JST.
7. Completion of the TOEFL English examination with a score of 550 (written) or 213 (computer).

****

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

LANGUAGE: _____

HOW WILL YOU DEMONSTRATE PROFICIENCY? _____

_____

WHEN & WHERE THIS REQUIREMENT WAS OR WILL BECOMPLETED:_____

_____

_____
Signature   **Date**

OFFICE USE ONLY

Certification signature: _____ Date: _____

Please return this form to the JST Registrar's Office.   *Revised 2/14/20*

PETITION FOR LANGUAGE CERTIFICATION | S.T.L.

LATIN LANGUAGE PRE-REQUISITE

Licentiate in Sacred Theology

Santa Clara University
Jesuit School of Theology

Student's Name_____

I.D. #: _____

To fulfill the Latin language prerequisite for the S.T.L. program, language proficiency may be demonstrated by the following means:

1. Successful completion of one semester-long, 3-unit courses, in the Latin language while in studies at JST. This course should be designed to prepare the student to read and understand ecclesiastical texts in Latin.

2. Two semesters of undergraduate language study provided the student has obtained the equivalent of a B grade in the second semester.

3. A written examination by a Latin instructor who is approved by the JST Associate Academic Dean.

4. Evidence of the completion of this language requirement at another school. This evidence may be in the form of a transcript notation (make sure the JST Registrar has a copy), or in some other form acceptable to the Registrar.

****

HOW WILL YOU DEMONSTRATE PROFICIENCY? _____

_____

_____

WHEN & WHERE THIS REQUIREMENT WAS OR WILL BE

COMPLETED:_____

_____

_____

_____

Signature   **Date**

OFFICE USE ONLY

Certification signature: _____ Date: _____

Please return this form to the JST Registrar's Office.   *Revised 6/28/22*

THESIS/EXTENDED RESEARCH PAPER/PROJECT S.T.L.

GRADE REPORT FORM

Licentiate in Sacred Theology

Student's Name: _____

Instructions to the Student:

      1. Fill in your name and thesis title.

      2. Give one copy to <u>each</u> thesis reader or project committee member including the director.

Title of Thesis/Extended Research Paper/Project: _____

_____

Instructions to Director and Readers:

      1. Please check one of the following grade options.

      2. Return the signed form to the JST Registrar, 1735 Le Roy, Berkeley, 94709.

    ____ **Pass** with No Revisions

    ____ Pass with **Minor** Revisions

    ____ **Returned** for **Major** Revisions*

    ____ Does **Not** Pass

Committee Member's (Please print): _____

_____
Signature   Date

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

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

ORAL DEFENSE CERTIFICATION **S.T.L.**

Licentiate in Sacred Theology

Santa Clara
University

Jesuit School
of Theology

Student's Name_____

A one-hour oral examination on the STL thesis/extended research paper, administered by the thesis committee, is required.

The student should complete the top portion of this form and give it to the Thesis Director prior to the oral defense of the thesis.

Title of Thesis/Paper: _____

_____

Date of Oral Defense: _____

Name of Director: _____

Names of Other Readers: _____

_____

****

I certify that the student successfully defended her/his STL thesis/extended research paper.

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

Please check one, as appropriate*:*

☐No recommendation   ☐Cum Laude   ☐Magna Cum Laude   ☐Summa Cum Laude

_____
Signature of Thesis Director   Date

IMPORTANT: The thesis director and readers are required to submit separate grades for the thesis on individual "Thesis/Extended Research Paper/Project Grade Report Forms" to the JST Academic Dean's Office.

THESIS OR EXTENDED RESEARCH PAPER

S.T.L.

PROPOSAL FORM

Licentiate in Sacred Theology

Santa Clara University
Jesuit School of Theology

Student's Name_____

Please check one: ☐Thesis ☐Extended Research Paper

Title of Paper/Project: _____

_____

Area of Specialization: _____

Courses Taken for Degree:

Course Number	Title

READERS' SIGNATURES:

Director: _____ Date: _____

Reader: _____ Date: _____

Second Reader: _____ Date: _____

DESCRIPTION (This description should include a brief statement of the questions you are attempting to answer, how you intend to go about it, the methodology, and an indication of the availability of sources. Use the reverse side if necessary.

_____
Associate Dean   Date

SUBMIT THIS COMPLETED FORM TO THE JST ASSOCIATE DEAN'S OFFICE.
A copy will be returned to you.

Revised 2/14/20

Guidelines for Preparing the STL Thesis Proposal

<u>Title page</u>—should include the student's name, the title of the proposed thesis, the name of the director and the second reader, the date of submission, and the phrase "Thesis Proposal Submitted in Partial Fulfillment of the Requirements for the Licentiate of Sacred Theology at Jesuit School of Theology of Santa Clara University."

The <u>main text</u> of the thesis proposal should be 5-7 pages in length, excluding the title page and the bibliography. Use one-inch margins, 12-point type and double spacing. Any footnotes should appear at the bottom of the appropriate page. The following section divisions, clearly labelled, are highly recommended:

<u>Introduction</u>—Introduce the topic and perhaps how you became interested in this particular topic.

<u>Scope and nature</u>—Indicate the ongoing conversations to which you will contribute. Situate the specific topic you seek to address in the larger field of discourse. It is often helpful to indicate the limits of your work, including important items that you will not be able to cover or resolve.

<u>Thesis statement</u>—in one or two sentences, state what the work will demonstrate or accomplish. Identify the gap to be addressed or the problem to be solved. This usually takes the form of a claim to be defended or an argument to be advanced by the overall work.

<u>Methodology</u>—Explain the theoretical frameworks and specific methodological tools that will be employed for research and analysis. Save the organizational description for the "chapter outlines" below.

<u>Significance</u>—Explain why this work is important and what difference it will make. Consider the current state of the academic debate or sub-discipline and any communities of people who might be affected by your findings.

<u>Chapter outline</u>—Try to anticipate precise titles of each of the chapters (usually three or four in number, besides a brief introduction and conclusion). To describe the content of each chapter, it is usually better to compose a paragraph or two consisting of full sentences rather than employing mere phrases in enumerated outline form. This is usually the longest section of the proposal (2 to 3 pages), while the other sections are generally one page or less.

<u>Preliminary bibliography</u>—List the most important sources you have identified at this point in your research. In addition to the 5-7 page document described above, the bibliography should run no longer than five pages. List (in alphabetical order by last names of authors) the most significant materials that will be used in the research. Arranging the sources within several topical headings is recommended.

<u>Approval procedure</u>—The director will submit to the Associate Dean an approved proposal by the end of the student's penultimate semester in the STL program. The proposal serves as a written contract between the student, the director and the reader. Even after the two faculty members indicate their approval, changes in outline and focus are still possible with adequate consultation as the writing project unfolds.

February 2020