



Licentiate in Sacred Theology

Program Handbook

2025-2026



Santa Clara
Jesuit School of Theology

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

JST-SCU is a graduate school of Santa Clara University and a formation center of the Jesuit Conference of Canada and the U.S. Our school serves as a global hub for theological studies and ministerial formation. Students and faculty from across the globe converge at JST-SCU to engage in its academically rigorous, socially engaged, contextually diverse, and spiritually vibrant community.

JST-SCU is also an ecclesiastical faculty accredited and approved by the Vatican Dicastery for Culture and Education to prepare Jesuits, lay men and women, religious women and men, and diocesan priests for vocation, ministry, service, and career in the Church, society, and academy. With a current student body from 34 countries, our global community benefits from the wisdom of one another's experiences in preparation for ministry leadership and service to the Church and the world.

Located in the heart of Silicon Valley, Santa Clara University's vision and mission are firmly rooted in the Jesuit, Catholic tradition to educate citizens and leaders of competence, conscience, and compassion and build a more humane, just, and sustainable world. Santa Clara (www.scu.edu) blends high-tech innovation with a social consciousness grounded in the Jesuit educational tradition and engaged with various communities to foster an entrepreneurial mindset in view of helping shape the next generation of leaders and global thinkers.

Besides institutional and academic strengths in systematic theology, biblical studies, sacraments and liturgy, moral theology, social ethics, inter-religious dialogue, and Christian spirituality, JST-SCU has recently enhanced expertise in the following areas of study:

- Ignatian spirituality, including classes, research, and practicums; four spiritual directors trained in Ignatian spirituality are available for Jesuit students.
- Biblical studies, with an emphasis on textual knowledge and contextual interpretation.
- Social ethics, with expertise in reconciliation, ecology, family systems, and post-colonial perspectives.
- Theology of synodality, with focus on the understanding, knowledge, and practice of synodality in the global Church.

JST-SCU's small size allows our world-renowned faculty to personally engage our students in the highest quality of academic excellence. The Jesuit Community at JST offers an intercultural experience of friendship in the Lord that provides a conducive environment for those in formation. We are deeply committed to preparing Jesuits and ministers for service in a global, synodal Church.



A strong academic and ministerial formation is key to what the Society of Jesus can offer our Church and world in the second quarter of the 21st century.

For U.S. and international students, JST-SCU offers the Master of Divinity (MDiv); Master of Theological Studies (MTS); Master of Theology (ThM); and Ecclesiastical degrees at the Bachelor (STB), Licentiate (STL), and Doctoral (STD) levels in Sacred Theology.

- Our first cycle includes Jesuits and other students from all over the world, and the MDiv and STB are designed to prepare Jesuits for priestly ministry in a variety of contexts and lay students for dedicated church service. The Bay Area provides rich opportunities for ministerial and pastoral formation in various cultures and languages and socio economic conditions. This intercultural context counts as a distinct strength of our program
- The MTS offers students a foundation in theology and ministry, and the ThM allows students to explore a particular aspect of theology through classwork and a project or thesis.
- The STL allows Jesuits, diocesan priests and religious women and men to do serious academic research in a particular area of theology. Students work with a faculty member with expertise in their thesis topic, providing strong support across the spectrum of theological disciplines.
- Our STD program works with candidates moving directly from the licentiate as well as those who return to further studies to prepare for their assignments in universities and formation centers around the world. Here our Jesuit and lay faculty are at their best, offering strong mentoring and support—with an eye to finishing the degree on time!

For Jesuits and others who would like to come to JST-SCU for a period of academic engagement and spiritual renewal, we offer a Renewal Program for one or two semesters, led by an experienced spiritual guide. Renewal participants enhance the life of the whole community, contributing insight, wisdom, and depth in the courses they take, sharing the breadth and depth of their ministerial experience in formal and informal settings.

JST-SCU is marked by a strong diversity of its community of scholars, staff, and students. While classes require sufficient English proficiency, our professors speak French, Italian, German, Portuguese, Swahili, Vietnamese, and Spanish, among other languages, creating an environment conducive to global theological scholarship. To better serve the needs of our diverse student body, we offer tutoring and writing assistance and coaching for international students (including Jesuits) to help them develop the skills needed for academic writing and research.

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 Santa Clara University

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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](#).

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 transcribed 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. 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 Exams/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 the final day of classes in the penultimate semester (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](#).

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.

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](https://www.scu.edu/jst/academics/office-of-the-registrar/). 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 first Monday in May and for Fall graduates by the late registration deadline 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.

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

Academic Year

Term

☐ Fall

☐ Spring

☐ Intersession

Number of Units

☐ 3.0

☐ 1.5

☐ Other

Grade Option

☐ Pass/ No Pass

☐ 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:

Associate Dean Signature:

Date:

Revised 2/13/2024



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.



PETITION FOR LANGUAGE CERTIFICATION

S.T.L.

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

Licentiate in Sacred Theology

Student's Name _____

I.D. #: _____

Requirement: *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 BE COMPLETED: _____

Signature

Date

OFFICE USE ONLY

Certification signature: _____ Date: _____



PETITION FOR LANGUAGE CERTIFICATION

S.T.L.

LATIN LANGUAGE PRE-REQUISITE

Licentiate in Sacred 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: _____

**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 each 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

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

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: _____

THESIS OR EXTENDED RESEARCH PAPER PROPOSAL: attach it to this form, making sure that you follow the guidelines and format outlined in the S.T.L. Program Handbook.

Associate Dean

Date

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

A copy will be returned to you.