

**POLICIES & PROCEDURES 2023—2024**

**INFORMATION FOR GRADUATE STUDENTS AND  
FACULTY MEMBERS**



**MARQUETTE**  
UNIVERSITY

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Theology

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# 1 Application, Admission, Financial Aid, and Eligibility

## 1.1 Application Requirements

Applicants must submit the following materials to the Graduate School through its [online application management system](#), or, if necessary, by courier to Marquette University Graduate School, P.O. Box 1881, Milwaukee, WI 53201-1881, USA:

### 1.1.1 Master of Arts in Theology (M.A.)

- A completed application form and processing fee.
- Copies of transcripts from all previously attended higher education institutions other than Marquette University.
- Results of the Graduate Record Examination (General Test only).
  - Graduate Record Examination is not required for students applying to the Christian Doctrine specialization.
- A statement of purpose indicating the applicant's reasons for wanting to enter the program, areas of academic interest, vocational objectives, reasons for selecting Marquette's program, and/or how the applicant stands to contribute to the program's demographic diversity.
  - Applicants lacking an undergraduate degree in theology or religious studies should indicate in their statements of purpose relevant college coursework reflected in their transcripts.
- Three letters of recommendation.
- International applicants from non-English-speaking countries must provide TOEFL scores or other acceptable proof of English proficiency.
  - International applicants from non-English-speaking countries who have completed another master's degree or anticipate completing another master's degree at an English-speaking higher education institution prior to enrolling in the M.A. program may request a waiver of this requirement.

Upon admission, final official transcripts from all previously attended higher education institutions, with certified English translations if their original language is not English, must be submitted to the Graduate School. Failure to submit those transcripts within the first five weeks of the student's term of enrollment may result in a registration hold barring the student from registering for future academic terms.

Applicants to the University's Trinity Fellows Program are encouraged to consult with the Department of Theology's Director of Graduate Studies to determine which materials required for application to that program require revision and/or supplementation for one's concomitant application to the master's program in Theology. See the Trinity Fellows Program's [website](#) for further information on its prerequisites and application process.

### **1.1.2 Doctor of Philosophy in Religious Studies (Ph.D.)**

- A completed application form and processing fee.
- Copies of transcripts from all previously attended higher education institutions other than Marquette University.
- A statement of purpose indicating the applicant's reasons for wanting to enter the program, areas of academic interest, vocational objectives, reasons for selecting Marquette's program, and/or how the applicant stands to contribute to the program's demographic diversity.
  - Applicants with language study experience should indicate formal graduate-level language course work reflected in their transcripts and/or private language study, along with estimations of present abilities reading, writing, and speaking the language or languages studied.
- An academic writing sample approximately twenty pages in length.
- Three letters of recommendation.
  - Applicants currently enrolled in Marquette's M.A. in Theology program must supply three new letters of recommendation speaking to their performances in the M.A. program.
- International applicants from non-English-speaking countries must provide TOEFL scores or other acceptable proof of English proficiency.

International applicants from non-English-speaking countries who have completed a master's degree or anticipate completing a master's degree at an English-speaking higher education institution prior to enrolling in the Ph.D. program may request a waiver of this requirement.

Upon admission, final official transcripts from all previously attended higher education institutions, with certified English translations if their original language is not English, must be submitted to the Graduate School. Failure to submit those transcripts within the first five weeks of the student's term of enrollment may result in a registration hold barring the student from registering for future academic terms.

## **1.2 Application Review Schedule**

### **1.2.1 Master of Arts in Theology (M.A.)**

The department will review applications from prospective M.A. students requesting financial aid on an annual basis. Applications from those requesting financial aid are due on December 15. Students admitted with financial aid typically will begin their studies in the following fall academic term.

The department will review applications from prospective M.A. students seeking the specialization in Christian Doctrine on a rolling basis. All students admitted will be considered for financial aid on the basis of need. Students may begin their studies in any academic term.

The department will review applications from prospective M.A. students not requesting financial aid on a rolling basis. Those admitted without financial aid may begin their studies in any academic term.

### **1.2.2 Doctor of Philosophy in Religious Studies (Ph.D.)**

The department will review applications from prospective Ph.D. students requesting financial aid on an annual basis. Applications from those requesting financial aid are due on December 15. Students admitted with financial aid typically will begin their studies in the following fall academic term.

The department typically will not consider applications from prospective Ph.D. students not requesting financial unless said applicants are eligible to receive tuition remission benefits from Marquette University or are funded through an agency external to Marquette University.

## **1.1 Enrollment Statuses**

### **1.1.1 Degree Status**

The student is considered a degree student if accepted into a program leading to a master's or doctoral degree. Such students are eligible for tuition scholarships, graduate assistantships, and fellowships, as available.

### **1.1.2 Non-Degree Status**

The student who opts for this status does not work toward a degree but earns graduate credits that may be certified as such to school boards or other authorities. Those seeking non-degree admission must meet the same admission standards as those seeking admission to a degree program. There is no guarantee that credits earned by a non-degree student will count toward a degree should that student subsequently be admitted to a degree program.

### **1.1.3 Temporary Admission Status**

The student who has applied to a degree program or as a non-degree student and meets the minimum admission requirement, but who has not submitted all the necessary documents may be admitted under temporary status. This admission status is valid only for one academic term. The student must apply for and be admitted as a degree or non-degree student before being allowed to register for additional terms.

### **1.1.4 Visiting Student Status**

This status designates the student seeking a master's or doctoral degree at another institution who takes one or more classes at Marquette University with the intention of transferring the earned credits to his or her home institution.

## **1.2 Financial Aid**

The Department makes every effort to secure opportunities for financial aid for all active students in good academic standing who require it. The Department and University offer four principal opportunities for financial aid:

### **1.2.1 Departmental Assistantships and Fellowships**

The Department currently is authorized to recommend to the Graduate School the awarding of a limited number of graduate assistantships and fellowships to qualified doctoral students each academic year. These include awards for first-year doctoral students and for continuing students. Prospective students must apply for assistantships by indicating their interest in receiving financial aid in their applications to the doctoral program. The student awarded an assistantship or fellowship must choose to accept or to decline the award by April 15<sup>th</sup> or the fifteenth day from notification if notified after April 1<sup>st</sup>. If an award is declined, it will be offered to an alternate awardee selected by the Director of Graduate Studies.

Departmental assistantships or fellowships awarded to first-year doctoral students receiving full financial aid may be renewed for up to five years. The student's assistantship will be renewed from year to year pending his or her continued satisfactory academic progress (SAP) status and satisfactory conduct, on which see section [1.4](#). Assignments of assistantships are made by the Director of Graduate Studies with the approval of the Department Chair. Criteria for awarding assistantships and fellowships include grades, Graduate Record Examination results, letters of recommendation, experience, trustworthiness, progress in language proficiency certification, and student recruitment incentive.

An assistantship comes with a scholarship worth eighteen hours of tuition credits per academic year semester, equivalent to the maximum annual course load for assistants, as well as an annual stipend. Assistantships typically will be rewarded to students in their first, second, and third years of matriculation. Any of the eighteen hours of tuition credit not used during the regular academic year may be used for summer term tuition or dissertation credit hours. To use tuition credits in the summer, the student must make a specific request to that effect to the Graduate School's Assistant Director for Financial Aid. The recipient of an assistantship is expected to assist a faculty member in teaching and/or research for ten to fifteen hours a week during each academic term of his or her award. For further information on the responsibilities of students serving as assistants, see section [6.2](#).

A fellowship comes with an annual stipend but no tuition scholarship. Fellowships typically will be rewarded to students in their fourth and fifth years of matriculation. The recipient of a fellowship is expected to teach and/or conduct research on an unstructured schedule.

### **1.2.2 Tuition Scholarships**

The Graduate School awards a limited number of tuition scholarships each year to master's and doctoral students. Criteria for these awards include grades, Graduate Record Examination results, and letters of recommendation. Awards are given at the discretion of the Department and vary from three to eighteen credit hours of tuition remission annually. Applicants must state in their applications the precise number of hours of tuition remission they wish to request. The deadline for tuition scholarship applications for continuing students typically is February 1<sup>st</sup>. Awards typically are announced in late March, although additional awards may be announced later should students initially offered awards choose to decline them. Students who wish to decline scholarship awards are urged to do so as soon as possible so that other applicants may receive consideration.



### 1.2.2.1. Restrictions

Students are advised that dropping a course or courses for which one was awarded a tuition scholarship will result in the student's denial of those funds. Should the student drop the course or courses by the term deadline posted on the Graduate School's [academic calendar](#), he or she will relinquish all funds awarded for the aforesaid course or courses. Should the student drop the course or courses after the term deadline posted on the Graduate School's [academic calendar](#), her or she will be denied funds for subsequent offerings of the course or courses dropped.

### 1.2.3 University Fellowships

The Raynor fellowship and Schmitt Fellowship are offered by the Graduate School on a competitive basis to applicants from several of the University's departments. These awards are typically awarded to advanced doctoral students, that is, doctoral students who already have had their doctoral dissertation outlines approved. Detailed application procedures are announced by the Director of Graduate Studies in the fall, typically in mid-October. The Graduate School awards these fellowships following a departmental nomination of applicants, whose applications are then selected by an all-University review committee. Applications should be submitted to the Director of Graduate Studies, who will, in turn, submit the Department's nominees to the Graduate School. These awards typically require string letters of recommendation, although other criteria (e.g., grades, GRE results, previous scholastic awards) also weigh heavily in the review process. University fellowship awards typically are announced by February 15<sup>th</sup>.

### 1.2.4 Travel Funds

The Department commits limited funds each fall and spring academic term to assist students traveling for the purposes of research and professional development. These funds will be issued in small awards supplementing more substantial awards granted by the Graduate School. Students in need are advised to apply for a graduate student research travel award using the form available on the Graduate School's [website](#). Should the Graduate School approve the student's application, that student may contact the Director of Graduate Studies to request supplemental funds to help defray budgeted expenses exceeding the value of the Graduate School's award. The student should present the Director of Graduate Studies with the following:

- A copy of the student's application for a graduate student research travel award, inclusive of the student's projected budget
- A copy of the communication from the Graduate School indicating its approval of the student's application and the value of the resulting award

Students are advised that the value of the Department's supplementary award will not necessarily cover all the student's budgeted expenses. The value of the award will depend on the merit of the student's request relative to other requests pending at the time of his or her request and the amount of funds available at that time. Moreover, although the Department will consider requests for supplemental awards on a rolling basis, students are advised to attend to the Graduate School's four annual application cycles detailed on its [website](#).

### **1.3 Eligibility for Enrollment and Financial Aid**

The student who fails to maintain satisfactory academic progress (SAP) at the time of the Graduate School's annual spring evaluation will be ineligible to receive financial aid during future academic terms. Loss of SAP status may also affect the student's eligibility to receive federal financial aid and/or defer repayment of federal loans. The student who loses SAP status may appeal the Graduate School's evaluation of his or her academic record. See the [Graduate School Bulletin](#) for the related requirements and procedures. Should the student seek to regain SAP status following one or more academic terms, the student must provide the Office of Student Financial Aid with a final grade report substantiating his or her improved academic performance. The student then will be reinstated to eligibility for financial aid.

The student found repeatedly to act in violation of the Graduate School's policies on professional integrity and/or performance will be recommended for dismissal from the University or for other sanctions including, but not limited to, the student's forfeiture of eligibility for financial aid and access to office space. See section [2.12](#) for further details on this policy.

## 2 General Academic Policies and Procedures

### 2.1 Faculty Advisor

The Director of Graduate Studies assigns academic advisors to all new M.A. and Ph.D. students before they begin their first term of study. The M.A.C.D. Program Director serves as the academic advisor to all students enrolled in that program. The new student pursuing the M.A. or Ph.D. degree is free to communicate with the Director of Graduate Studies prior to the assignment of his or her academic advisor. The student must have his or her initial class schedule form approved by his or her advisor should he or she require permission to register for a course or courses. Students and advisors should meet at least once each semester.

Students pursuing the M.A. or Ph.D. degree are free to change their academic advisors at any time but must inform the Director of Graduate Studies of any proposed change. The student who wishes to choose a new advisor must secure the agreement of a departmental faculty member working in his or her own area of concentration. With respect to student having advanced to the stage of working on a thesis or dissertation, the faculty member who agrees to serve as his or her thesis or dissertation director also serves as his or her advisor. The student writing a dissertation under the directorship of two faculty members is assigned one of those faculty members as his or her advisor of record.

It is the joint responsibility of the student pursuing the M.A. or Ph.D. degree and his or her advisor to plan the student's course of study and to submit a completed and departmentally approved [Master's Program Planning Form](#) (MPPF) or [Doctoral Program Planning Form](#) (DPPF) to the Graduate School. The MPPF should be submitted before the end of the student's first term of coursework. The DPPF should be submitted before the end of the student's second term of coursework. The student's advisor must approve his or her class schedule form should the student require permission to register for a course or courses. The student alone is responsible for fulfilling his or her degree requirements and meeting pertinent deadlines.

### 2.2 Course Load Limitations

Graduate students may not register for more than twelve credit hours, or four courses, per academic term. Graduate students holding a teaching or research assistantship or a may not register for more than nine credit hours, or three courses, in a single academic term.

The Graduate School mandates that students receiving financial aid in the form of a fellowship, a teaching assistantship, or a research assistantship be enrolled on a full-time basis. Students earning fewer than seven credits in an academic term (that is, zero to six) and receiving financial aid in the form of a fellowship, a teaching assistantship, or a research assistantship must enroll in a full-time continuation course, specifically THEO 9974 (Graduate Fellowship), THEO 9975 (Graduate Assistant Teaching), or THEO 9976 (Graduate Assistant Research). See section [2.4](#) for instructions on how to register for one of these courses.

### 2.3 Independent Study Courses

Independent study courses (THEO 6995 and THEO 8995) are, in general, discouraged. Properly supervised, they impose heavy burdens on the faculty, which typically are not justifiable with

respect to their benefits toward students. Students are therefore encouraged to fulfill their course requirements through the Department's regular course offerings. Exceptions will be considered for students nearing completion of their coursework and who wish to undertake directed research on potential dissertation topics not covered in their prior coursework.

The student proposing an independent study course must complete the appropriate form, available on the Graduate School's [website](#), obtain the consent of the proposed instructor, attach a proposed course syllabus, and obtain approval from the Department Chair before submitting the form to the Graduate School.

The student proposing a graduate independent study course is advised to submit the form and its accompanying materials well in advance of the registration period of the academic term in which he or she wishes to take the course. Proposals for independent study courses often are rejected. It is to the student's strategic advantage to know whether he or she must change his or her plans for the approaching term as early as possible.

#### **2.4 Continuous Enrollment Courses**

Students possessing degree status who have completed their coursework and research credit hours but who are still working on their examinations, comprehensive papers, master's essays, theses, and/or dissertations must maintain their enrollment by registering for continuous enrollment courses each fall and spring academic term. Students who plan to graduate in August must enroll in one of these courses the preceding summer term. Students can maintain enrollment status on a full-time, half-time, or less than half-time basis. Information regarding the practical distinctions between these categories is available on the Graduate School's [website](#).

Students may register for one continuing enrollment course per academic term. Registration for more than one course per term is not necessary in any case. The student should determine which continuous enrollment course best fits his or her individual situation in consultation with his or her academic advisor. With the advisor's approval, the student must then register for that course using the appropriate form, available on the Graduate School's [website](#). The Office of the Registrar will assess the student a \$100 processing fee for each continuation course.

Continuous enrollment courses are graded on an SNC/UNC basis. A grade of SNC (satisfactory/no credit) signifies the student's satisfactory progress toward the fulfillment of his or her outstanding curricular requirement or requirements as determined by his or her advisor. A grade of UNC (unsatisfactory/no credit) signifies the student's unsatisfactory progress toward the fulfillment of his or her outstanding curricular requirement or requirements as determined by his or her advisor. It is the sole responsibility of the student to communicate with his or her advisor regarding his or her recent progress in advance of each grading period. Conversely, it is the sole prerogative of the advisor to assess whether the student's reported and/or demonstrated progress merits his or her continued enrollment from one academic term to the next. Continuation courses do not earn students credit applicable toward their degree requirements.

The student's choice of continuous enrollment course signals to the University the status it must report to the United States government for its disbursement of federal financial aid and collection of payment on federal student loans. It also signals to the Graduate School the pace at which the student plans to complete his or her course of study. Failure to register for continuous enrollment

for at any point in his or her course of study following the fulfillment of his or her coursework requirements will result in the student's discontinuation from his or her academic program. See the Graduate School's [website](#) for information on the implications of discontinuation. Fraudulent registration for continuous enrollment will cause the student to lose his or her Satisfactory Academic Progress (SAP) status, on which see section [1.4](#).

#### **2.4.1 Restrictions**

Master's students requiring thesis research credit hours and doctoral students requiring dissertation research credit hours must have completed all their required research credit hours before registering for continuous enrollment courses. The student registering for research credit hours cannot register for a continuous enrollment course concurrently. See sections [4.4.4.1](#) and [5.4.2](#) for further information on these requirements.

Students who have completed their coursework and who are receiving financial aid in the form of a fellowship, a teaching assistantship, or a research assistantship must maintain full-time enrollment status according to the terms of section [2.2](#).

#### **2.5 Grading Deadlines**

Faculty members must submit their course grades following the close of each academic term by the deadlines announced on the Office of the Registrar's [academic calendar](#). Failure to submit grades by the deadline may automatically trigger action by the Graduate School adversely affecting their students' Satisfactory Academic Progress (SAP) statuses, on which see section [1.4](#). Likewise, graduate students serving as teaching fellows or adjunct instructors must submit their course grades by the announced deadlines to avoid adversely affecting their students' SAP statuses in their respective colleges. Failure of faculty members or graduate students to submit their grades in timely fashion will create headaches for the offenders and potentially open them to retaliatory legal action by affected students. So please get those grades in on time.

#### **2.6 Incomplete Coursework**

An incomplete, or I, grade will be assigned only in view of prior arrangement between the student and his or her instructor of a given course and only if the instructor is convinced that the student is temporarily unable to complete his or her requirements for the course for legitimate reasons. The student's past record of performance in the course must merit the instructor's exception. Otherwise, the instructor will assign the student either a grade of failure, or F, or a passing grade reflecting both the quality of the work completed and the significance of the work not completed. An incomplete grade will become an F unless the instructor removes or extends the original grade by the deadline specified by the Graduate School. To request an extension of an incomplete grade, the student must submit the appropriate form to the Graduate School. Specific regulations and dates pertaining to incomplete grades appear in the [Graduate School Bulletin](#) and the Office of the Registrar's [academic calendar](#).

#### **2.7 Appeal Procedure**

Students may appeal grades and other faculty decisions perceived as adverse to their interests. The student must submit to the Department Chair a formal letter explaining the nature and

justification for his or her appeal. If the Chair finds the student's case meritorious, he or she will direct the chair of the Graduate Committee to appoint in consultation with the Committee an ad hoc review board of no fewer than three faculty members to evaluate the case. The decision of the review board will be subject to approval by the Department Chair. These procedures have been approved by the Department. The Assistant to the Chair will provide the student a more thoroughgoing description of the procedures at the student's request.

A grade appeal typically will be considered only if it is submitted prior to the Graduate School's deadline for the removal of incomplete grades, that is, approximately six weeks into the academic term following the one in which the contested grade was assigned. See the [Graduate School Bulletin](#) and the Office of the Registrar's [academic calendar](#) for further information.

### **2.8 Duration of Enrollment Eligibility**

Students are expected to complete all requirements for their degrees in the time allotted by the Graduate School, that is, six years for master's students and eight years for doctoral students. The student's time to degree begins upon his or her admission to degree status or upon the date of his or her admission with non-degree or temporary status. The start of the student's period of enrollment eligibility is not affected by the dates of transfer credit earned at Marquette or elsewhere prior to the student's enrollment in his or her current program of study.

The student unable to complete his or her degree in the time allotted may petition the Graduate School for an extension. The required form is available on the Graduate School's [website](#). To ensure timely consideration, the form should be prepared early in the academic term in which the student's time limit is to expire and submitted to the Director of Graduate studies along with a statement explaining why the student believes an extension is warranted. The Graduate Committee will evaluate the request, seeking further clarification from the student and/or the student's advisor as needed. The Committee then will submit its recommendation to the Department Chair for submission to the Graduate School. The Committee's recommendation will accompany the form upon its submission to the Graduate School.

Should the Graduate School approve the request for an extension, the student will be notified of its expectations for progress toward completion of the degree. Should the Graduate School deny the request, the student will be dismissed from the graduate program at the end of the term during which the time limit is to expire. Further information on time limitations and extensions is available on the Graduate School's [website](#).

### **2.9 Graduation**

All students expecting to graduate at the end of a given academic term must complete all outstanding curricular requirements and apply for graduation by the deadlines specified in the [Graduate School Bulletin](#) and the Office of the Registrar's [academic calendar](#). The application form is available on the Graduate School's [website](#). The student alone is responsible for meeting graduation deadlines. If, for any reason, the student fails to graduate at the time he or she intended to graduate, the student must reapply for the University's next graduation.

## 2.10 Forms and Related Correspondence

All academic forms required for completion by faculty members and students are available on the Department's [website](#) or the Graduate School's [website](#). All forms submitted, whether to the Department or to the Graduate School, should be filled out electronically, printed, and neatly signed. Faculty and students submitting scanned forms should attend to the same instructions. Those who require assistance filling out forms or otherwise comprehending formal procedures detailed in this document should contact the Director of Graduate Studies.

Faculty members and students may submit most forms via email, whether to the Director of Graduate Studies or the Graduate School's Assistant Director for Student Records. Forms submitted via email must be accompanied by records of all related email correspondence between the student and the signatory or signatories verifying the approval of said signatories in lieu of their actual signatures. Forms that may not be submitted via email include the following:

- Forms requiring the signatures of committees
- Requests to the Graduate School for extensions of time to complete one's degree
- Appeals of decisions by the Graduate School involving academic censure and dismissal

The Director of Graduate Studies maintains records of all forms submitted to the Department by its students and their faculty advisors. Faculty members are advised to maintain personal records of all forms submitted by their advisees to the Director of Graduate Studies as a precautionary measure and to avoid exclusive dependence on the Department's records.

## 2.11 Style Guidelines

The Department endorses the style guidelines of *The Chicago Manual of Style*, 17<sup>th</sup> ed. (2017), and Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*, 9<sup>th</sup> ed. (2018), as its standard guidelines for all written assignments submitted in coursework as well as comprehensive papers, final projects, theses, and dissertations. Students working with ancient texts also may utilize *The SBL Handbook of Style for Biblical Studies and Related Disciplines*, 2<sup>nd</sup> ed. (2014). These volumes are available in print editions in the reference section at Raynor Library and/or in electronic editions through the Raynor Memorial Libraries [online catalogue](#).

It is the Department's policy that students and faculty use inclusive language when referring to human beings, especially in their written assignments, but also in classroom discussion. Students are advised to consult the [Statement on Gender and Language](#) published by the National Council of Teachers of English. For detailed style guidelines addressing bias-free language, see *The Chicago Manual of Style*, sections 5.251–260.

## 2.12 Professional Integrity and Performance

Students are expected to uphold the highest standards of professional integrity and performance when dealing with their professors, peers, and other members of the Marquette University community. Per the policies articulated in the [Graduate School Bulletin](#), violation of the University's conduct standards will put the student at risk of dismissal from the University or other sanctions including, but not limited to, the student's forfeiture of eligibility for financial aid and denial of access to office space.

### **2.13 Online Learning Etiquette**

Students completing coursework online are expected to comply with Marquette University Online's [Netiquette protocol](#). Failure to abide by its recommendations may result in the student's involuntary withdrawal from the course or courses in which he or she committed the violation. Repeated incidents of this nature will result in the student's recommendation for academic censure or dismissal from his or her program of study.

### **2.14 Compliance**

The Department's faculty are responsible for ensuring the compliance of graduate students with the policies articulated in the [Graduate School Bulletin](#) on a routine and ongoing basis. The Department therefore reserves the right at any time to advise the Dean of the Graduate School of the student not acting in compliance with its policies and therefore deserving of censure, sanction, and/or dismissal from the university. The Department's decision to exercise that right typically will reflect the student's failure to fulfill his or her obligations with respect to the Graduate School academic integrity, academic performance, academic misconduct, professional integrity, professional performance, and/or the University's [student conduct code](#). The Department likewise reserves the right at any time to deny financial aid to the student who fails to comply with the policies of the Graduate School or those articulated in this document.



### **3 Master of Arts in Theology (M.A.)**

#### **3.1 Program Description**

The Master of Arts (M.A.) program offers a curriculum of theological study both foundational and comprehensive in nature. It is intended to meet the needs of three types of students:

- students who wish eventually to seek admission to a doctoral program in religion or theology at Marquette University or elsewhere
- students preparing for careers as high school teachers of religion or theology, as lay church workers or administrators, or in other fields for which a broad theological education is required or desired
- students seeking personal theological enrichment

Requirements of the program include the completion of thirty credit hours of coursework, or ten courses, the successful completion of a comprehensive examination, and the completion of a final project. Students choosing one of the pre-doctoral areas of concentration must also fulfill a foreign language requirement.

#### **3.2 Area of Concentration**

In consultation with his or her advisor, and not later than the end of his or her second academic term in the program, the student must choose one of the Department's three pre-doctoral areas of concentration or, alternatively, opt for a general concentration. The student participating in the Trinity Fellows Program may choose the Department's interdisciplinary concentration in Theology and Society. The curricular demands of the three options vary as follows:

##### **3.2.1 Pre-Doctoral Concentrations**

The student who intends to seek admission to a doctoral program in religion or theology at Marquette University or elsewhere is advised to choose one of the following three pre-doctoral concentrations:

- Judaism and Christianity in Antiquity (JCA)
- Historical Theology (HIS)
- Systematic Theology/Theological Ethics (SYS/ETH)

Pre-doctoral concentrations require area-specific selection of elective courses per the terms of section [3.4.2](#) as well as the fulfillment of a foreign language requirement per the terms of section [3.4.3](#). The student choosing a pre-doctoral concentration may choose either academic Plan A or academic Plan B per the terms of section [3.4.4](#).

##### **3.2.2 General Concentration**

The student who does not intend to seek admission to a doctoral program in religion or theology at Marquette University or elsewhere may opt for a general concentration (GEN). The general concentration requires neither specific selection of elective courses nor the fulfillment of a foreign language requirement. The student choosing the general concentration must choose academic Plan B per the terms of section [3.4.4.2](#).

### **3.2.3 Theology and Society Concentration**

The student participating in the Trinity Fellows Program may opt for an interdisciplinary concentration in Theology and Society (TAS). The Theology and Society concentration allows students to apply up to two of the Trinity Fellows Program's three required courses for credit toward their Theology program requirements.

### **3.2.4 Christian Doctrine Concentration**

Students who wish to complete their M.A. degree requirements online may opt for the Christian Doctrine concentration (CD). The CD concentration is designed for individuals seeking to improve their understandings of the Christian faith and its connections to their personal and professional endeavors.

## **3.3 Master's Program Planning Form**

The student must complete a Master's Program Planning Form (MPPF) form in consultation with his or her academic advisor within his or her first academic term in the program. The MPPF is available on the Graduate School's [website](#). The form should be submitted to the Director of Graduate Studies, who will in turn submit it to the Graduate School.

Once received by the Graduate School, the MPPF constitutes a contractual agreement between the student and Marquette University. Subsequent modification of information included in the MPPF requires the student's submission of a revised form following same procedure followed for its original submission.

## **3.4 Curricular Requirements**

### **3.4.1 Core Courses**

The student must complete twelve hours of coursework, or four core courses, split across the Department's three principal areas of study. for a total of eighteen credit hours of required coursework, or six courses. Those courses are THEO 6100, THEO 6200, THEO 6310, and THEO 6410.

In rare situations, the Director of Graduate Studies may allow the student to enroll in an appropriate 5000-level undergraduate course in place of a core course. Requests for such exceptions will be considered on a case-by-case basis. Allowance for such exceptions is an internal departmental practice meant to provide flexibility should the student make a compelling case as to why he or she is unable to take a core course within the time he or she needs to complete the program. The Department's willingness to consider such exceptions does not compel the Director of Graduate Studies to approve all requests of this nature.

### **3.4.2 Electives**

The student must complete twelve credit hours of elective coursework, or four courses. Elective courses normally will consist of master's courses, that is, courses numbered in the 5000 or 6000 ranges, and/or doctoral courses, that is, courses numbered in the 8000 range, offered by the Department of Theology. Students may count one or more elective courses offered by another

department or departments at Marquette University or elsewhere toward their program requirements only upon the approval of an MPPF indicating the student's plan to do so.

Elective requirements vary by concentration as follows:

#### **3.4.2.1 Pre-Doctoral Concentrations**

In addition to the required 12 credit hours of core course work listed above (see section [3.4.1](#)), students in one of the pre-doctoral concentrations must complete three credit hours of elective coursework in Judaism and Christianity in Antiquity and three credit hours of elective coursework in Historical Theology.

The student pursuing Plan A must complete six credit hours of elective coursework, or two courses, in his or her concentration and six credit hours of supervised research (THEO 6999) in conjunction with a master's thesis. The student pursuing Plan B must complete six credit hours of elective coursework, or two courses, in his or her area of concentration and six credit hours, or two courses, in any area. For further information on these options, see section [3.4.4](#).

#### **3.4.2.2 General Concentration**

The student must complete twelve credit hours of elective coursework, or four courses. The student may select any four graduate-level courses offered by the Department other than the master's program's four core courses.

#### **3.4.2.3 Theology and Society Concentration**

In addition to the required 12 credit hours of core course work listed above (see section [3.4.1](#)), Trinity Fellows in the Theology and Society concentration must complete three credit hours of elective coursework in Judaism and Christianity in Antiquity and three credit hours of elective coursework in Historical Theology.

Trinity Fellows are required to opt for academic Plan B and must complete a total of twelve credit hours of elective coursework, or four courses, at the graduate level. Up to six credit hours of non-theology course work completed in conjunction with the Trinity Fellows program may be applied to the student's elective course work requirement.

#### **3.4.2.4 Christian Doctrine Concentration**

Students in the Christian Doctrine concentration normally pursue academic Plan B. In addition to the required 12 credit hours of core course work listed above (see section [3.4.1](#)), students in the Christian Doctrine concentration must complete a six-credit hour sequence in Christian Doctrine (THEO 6320 and THEO 6321) and twelve credit hours, or four courses, in any area of their choosing. Six of these credit hours, or two courses, must be approved by the student's advisor as Christian Doctrine courses to complete the concentration. Students who opt for academic Plan A must substitute 6 credits of THEO 6999 for six credits of elective coursework.

### **3.4.3 Language Requirement**

The student choosing a pre-doctoral concentration must demonstrate proficiency in German, French, or another modern foreign language essential to their research agenda. The student concentrating in the Judaism and Christianity in the Antiquity area furthermore must

demonstrate proficiency with either classical Hebrew or classical Greek at the intermediate level. Proficiency denotes the student's ability to utilize the language in coursework and research. The student normally will not be permitted to register for the comprehensive examination until he or she has fulfilled the language requirement or requirements.

The student receiving a tuition scholarship may apply scholarship credits toward language coursework offered by the Department of Languages, Literatures and Cultures. Credits earned in language coursework taken outside the Department of Theology will not count toward one's program requirements. In contrast, courses in classical Hebrew and classical Greek offered by the Department of Theology will count toward one's program requirements. The student may fulfill no more than six of his or her required program credits, or no more than or two courses, through language courses offered by the Department of Theology.

For further information on the terms of the language requirement, see sections [4.4.3.2–5](#).

#### **3.4.4 Final Project**

The student must produce a final project suited to his or her academic, professional, and/or personal objectives. The nature and scope of the project are contingent on the student's choice of either of the two academic plans described below. The student will be assumed to pursue Plan B unless he or she opts to pursue Plan A by means of an approved MPPF indicating that choice.

##### **3.4.4.1 Plan A: Master's Thesis**

The student pursuing Plan A must produce a master's thesis approximately 15,000 words in length on a theologically significant text or topic. The thesis should investigate a question, problem, or issue related to the student's area of academic concentration, demonstrate his or her knowledge of that topic, utilize principles of sound and ethical scholarship, and be written clearly, informatively, and persuasively in support of its major objective and/or argument. As appropriate, students in the pre-doctoral concentrations should also seek ways to demonstrate their acquisition of the program's required foreign language skills when researching and writing their thesis. Evaluation of the thesis will encompass a holistic assessment of the author's critical and linguistic skills.

The student must submit a formal proposal outlining the design and content of his or her thesis to the department's Graduate Committee for review at one of the committee's regularly scheduled meetings. The required form is available on the Graduate School's [website](#). The form must be signed by a full-time departmental faculty member who has agreed to direct and assess the thesis and by two additional faculty members who have agreed to serve as its readers (for a total of three members, including the director, on the thesis committee). Upon its approval by the Graduate Committee, the chair of the committee will submit the outline to the Director of Graduate Studies, who will in turn submit it to the Graduate School.

The student must complete six credit hours of thesis research (THEO 6999) while producing his or her thesis. The student may choose to register for all of his or her required thesis credit hours at once or to distribute them over multiple academic terms.

Following its completion, the thesis must be approved by both readers and, if necessary, revised by the student in view of the recommendations of its readers. The thesis then must be submitted

to the Director of Graduate Studies, who will in turn submit it to the Graduate School. The thesis also must be submitted to ProQuest in electronic form by the deadline indicated on Office of the Registrar's [academic calendar](#). Although the student will retain copyright privileges to his or her work, Marquette University will consider the thesis a public document and make it available for public reference through the University library.

#### **3.4.4.2 Plan B: Master's Exam**

The student pursuing Plan B must complete an oral Master's Exam After all other program requirements have been complete.

The student must work with his or her academic advisor to complete the application, available on the Department's website, indicating tentative examination dates and a proposed examination board consisting of three full-time faculty members, two from the student's area of concentration and one from one of the other two areas, along with one alternate. Students in the general concentration, theology and society concentration, and Christian Doctrine concentration may select their board members from any combination of the department's areas.

Ordinarily, the faculty on the board will have taught at least one of the student's graduate courses in theology and religion taken during the Master's program. The student will work with those faculty, once approved, to identify three exam topics based on the student's coursework with those faculty members. For each topic, the student will work with the relevant faculty member to establish a short bibliography that will serve as the basis of the oral examination. Students in the Christian Doctrine specialization should work with each board member to identify works that will allow the student to show the relevance of their coursework for their professional lives.

It is the responsibility of the student alone to secure the agreement of all proposed board members and all alternates before listing them in his or her application. The student must also secure the agreement of one of the three board members to serve as the board's chair.

The Department does not have fixed dates for qualifying examinations. As such, a Master's student may request to take his or her examination at any time during his or her final academic term when the University is in session. As all examination board members must participate in the oral exam, it is imperative that the student request a date or dates for the oral exam on which he or she has determined that all of the board members will be available to convene.

Upon securing the approval of his or her advisor, the student must submit the completed application form available on the Department's [website](#), to the Director of Graduate Studies. This should be done no less than one month prior to the date of the examination. Once the student registers for the examination, he or she should not attempt to modify its approved dates and/or times except in view of exigent circumstances and with the express approval of the Department Chair.

Upon the examination's registration by the Director of Graduate Studies, the chair of the examination board will inform the other board members of the date of the examination.

The oral exam will last approximately sixty minutes, although the chair of the examination board reserves the right to extend that period at his or her discretion. The board members will each have approximately fifteen minutes to ask the student about the relevant examination topic and content related to it on the established bibliography. The focus of the oral exam for students in the Christian Doctrine specialization will be on connections between the bibliographical materials and a student's personal and professional endeavors.

Prior to the start of the exam, the student should submit the "Master's Comprehensive Exam Report" through DocuSign. This process can be completed on the [Graduate School's website](#). The members of the examination committee will record their evaluation and sign the form after the exam is completed.

In addition to the DocuSign form, each board member will provide the chair an evaluation of the student's performance on the oral examination. Board members may choose to consult with one another before issuing their evaluations. The chair will submit the individual evaluations of the examination board's members along with a summative report to the Department Chair. The forms required for this "Oral Examination Evaluation" are available on the [Department's website](#).

Satisfactory evaluations from two out of the three board members are required to pass the examination. Although the board typically will give the student unofficial notification of the results of his or her examination immediately, the Graduate School officially will notify the student of the results after processing the required forms.

### **3.4.5 Residency Requirement**

The Graduate School has no residency requirement for master's students. The Department, however, strongly encourages all master's students to spend at least one academic term in residence. For further information on the implications of residency, see section [4.4.4](#).

### **3.5 Transfer of Credit**

The student wishing to apply to his or her program requirements graduate courses taken at an institution other than Marquette University or at Marquette University prior to the student's matriculation in the M.A. program in Theology must submit a formal request to that effect to the Graduate School. The required form is available on the Graduate School's [website](#). The student may apply for transfer of credit only after completing six hours of graduate coursework, or two courses, at Marquette. Only courses having earned the student graduate credits at the institution where they were taken and for which the student earned a grade of B or higher are eligible for transfer. The Graduate School will submit the student's request to the Department for its recommendation. The Department will recommend the transfer of credit only if the course at issue are deemed academically equivalent to courses offered by the Department. Typically, no more than six hours of transfer credit, equivalent to two courses, may be applied to one's program requirements, although allowance for up to nine hours of transfer credit, equivalent to three courses, may be considered in exceptional cases.

## **4 Doctor of Philosophy in Religious Studies (Ph.D.)**

### **4.1 Program Description**

The Doctor of Philosophy (Ph.D.) program offers a course of study both intended to meet the needs of students possessing foundational graduate training in theology and religion who aspire to pursue careers in higher education or in other vocations requiring academic credentials at the highest level of attainment. Requirements of the program include the completion of a minimum of sixty credit hours of doctoral coursework, or twenty courses, twelve additional credit hours of dissertation research, fulfillment of language requirements, passing a qualifying examination, and successfully completing and defending a dissertation.

### **4.2 Area of Concentration**

Upon enrollment, the student is advised to choose to concentrate in one of the Department's three principal areas of study, that is, Judaism and Christianity in Antiquity, Historical Theology, and Systematic Theology/Theological Ethics. The student also may choose to pursue an interdisciplinary concentration in Theology and Society or Health Care Mission and Ethics, on which see section [4.6](#). The student must choose his or her area of concentration before preparing his or her Doctoral Program Planning Form (DPPF), on which see section [4.3](#) and which is due by the end of the student's second academic term.

### **4.3 Doctoral Program Planning Form**

The student must complete a Doctoral Program Planning Form (DPPF) form in consultation with his or her academic advisor before the end of his or her second academic term in the program. The DPPF is available on the Graduate School's [website](#). A supplementary worksheet for listing one's past and projected coursework is available on the Department's [website](#). Following its approval by his or her advisor, the student must submit the DPPF along with the worksheet to the Department's Graduate Committee. Upon its approval by the Graduate Committee, the DPPF will be signed by the Department Chair and submitted to the Graduate School.

Once received by the Graduate School, the DPPF constitutes a contractual agreement between the student and Marquette University. Subsequent modification to the information included in the DPPF must be submitted using the DPPF amendment form, available on the Graduate School's [website](#), following the same procedure followed for the original DPPF. The amendment form should be submitted during the academic term prior to the term or terms to which the requested modification or modifications pertain.

### **4.4 Curricular Requirements**

The following guidelines generally apply to all students, although those concentrating in Theology and Society and Health Care Mission and Ethics are directed to the special conditions detailed in section [4.6](#) where the proceeding instructions are exclusive of that curricular option.

#### **4.4.1 Coursework and Area Distribution**

The student is expected to complete thirty-six credit hours, or twelve courses, in his or her area of concentration and twelve credit hours, or three courses, in each of the other two areas,



totaling sixty credit hours, or twenty courses. Typically, the student will request the transfer of half of those credit hours, that is, thirty credits, or ten courses, from his or her master’s-level coursework taken at Marquette or at another institution. See section [4.5](#) for information on that process. Of those thirty transfer credit hours, or ten courses, eighteen credit hours, or six courses, should be equivalent to courses listed in the [Graduate School Bulletin](#) and belonging to the student’s area of concentration. The remaining twelve transfer credit hours, or four courses, equivalent to courses listed in the [Graduate School Bulletin](#) and belonging to the student’s two minor areas. Normally, these credits will be divided evenly between the student’s two minor areas with two courses transferred for each. The student typically will complete the remaining balance of his or her coursework at Marquette, completing eighteen credit hours, or six courses, in his or her area of concentration, and six credit hours, or two courses, in each minor area.

Requests for exceptions to the recommended plan will be considered by the Graduate Committee on a case-by-case basis. The student seeking an exception should consult with his or her advisor before including the pertinent request in his or her DPPF or DPPF amendment form.

#### 4.4.2 Dissertation Research Credits

The student is required to complete twelve credit hours of dissertation research, which must be accounted for with the student’s coursework requirements in his or her DPPF. Students may register for dissertation credit hours only after having completed all their coursework requirements. The student may choose to complete all twelve required dissertation credit hours at once or to distribute them over multiple academic terms.

Students receiving full financial aid are advised to complete all their dissertation credit hours by the end of their third years of study to avoid having to request tuition remission in excess of the tuition credits provided by their assistantships.

The following table summarizes the Department’s recommended plan for fulfilling one’s coursework and dissertation research requirements:

Credit category	Area	Credits	Courses
Transfer credits	Area of concentration	18	6
	Area B	6	2
	Area C	6	2
Subtotal		30	10
Marquette credits	Area of concentration	18	6
	Area B	6	2
	Area C	6	2
Subtotal		30	10
Dissertation credits		12	
<b>Total</b>		<b>72</b>	<b>20</b>



### **4.4.3 Language Requirements**

#### **4.4.3.1 Area Requirements**

Students are expected to acquire proficiency in languages essential to their coursework and research. While there is no language requirement for admission, the student entering the program ideally will have acquired proficiency in at least one of the required languages prior to his or her matriculation. Language requirements vary by area of concentration as follows:

- The Judaism and Christianity in Antiquity concentration requires classical Hebrew, classical Greek, and two modern foreign languages. The latter typically will be French and German, although another modern language essential to his or her research may be substituted for one of these in consultation with the student’s advisor and the Language Liaison. Students specializing in the Old Testament/Hebrew Bible must pass an examination in classical Hebrew at the advanced level of proficiency and an examination in classical Greek at the intermediate level. Students specializing in the New Testament must pass an examination in classical Greek at the advanced level of proficiency and an examination in classical Hebrew at the intermediate level.
- The Historical Theology concentration requires classical Latin for students concentrating on Western theological traditions and classical Greek, classical Latin, or another classical language for students concentrating on Eastern theological traditions. All students must acquire proficiency in two modern foreign languages, typically French and German, although another modern language essential to his or her research may be substituted for one of these in consultation with the student’s advisor and the Language Liaison.
- The Systematic Theology/Theological Ethics concentration requires either two modern foreign languages or Latin and one modern foreign language. While French and German are two recommended modern foreign languages, another language essential to a student’s research/professional trajectory may be substituted for one of these in consultation with the student’s advisor and the Language Liaison.

Students may fulfill their language requirements through several means:

#### **4.4.3.2 Coursework**

The student may take one or more of the intensive reading courses for graduate students in the humanities offered by the Department of Languages, Literatures and Cultures (FOLA). The Department offers these courses in French (FREN 6204), German (GRMN 6204), and Latin (LATN 6204) during the University’s summer term. The student who earns a grade of B or higher in one of these courses will be certified as having met the Department of Theology’s requirement for that language. The student receiving tuition remission may use up to six credit hours for FOLA courses, although credits earned through language coursework cannot be applied to his or her program requirements. Students wishing to take these courses should consult the University’s upcoming [Schedule of Classes](#) to determine their respective availabilities and register for them as soon as registration for the summer term opens, as lack of sufficient registrants may lead to the courses’ cancellation.

Students required to study classical Hebrew and classical Greek tend to enter the program already possessing some proficiency with these languages. Students can hone their skills through the following departmental courses: THEO 8010 (Intensive Hebrew Grammar), THEO 8011 (Advanced Hebrew), THEO 8210 (Intensive Hellenistic Greek Grammar), and THEO 8211 (Advanced Hellenistic Greek). Simply passing one of these courses, however, does not serve to certify the student's proficiency with the language at the required level. Upon his or her completion of the course, the student must pass an examination administered by its instructor, on which see section [4.4.3.4](#). The student who completes both an intensive and an advanced departmental language course may still be required to complete additional independent study before the instructor deems him or her ready to take the examination.

Unlike FOLA courses, credits earned for departmental language courses may be applied toward the student's program requirements. Students wishing to take these courses should consult the University's upcoming [Schedule of Classes](#) to determine their respective availabilities and register for them as soon as registration for the summer term opens, as lack of sufficient registrants may lead to the courses' cancellation.

The student who wishes to complete a language requirement at another institution should consult with the Language Liaison to ensure that his or her proposed course of study will meet the Department's standards.

#### **4.4.3.3 Certification of Prior Coursework**

The Department may accept certification of language coursework completed at an institution of higher learning other than Marquette University in fulfillment of the student's requirement or requirements. The student entering the program with such experience should consult with the Language Liaison to determine whether his or her previous coursework meets the Department's standards. The student should submit to the department's Language Liaison a completed language proficiency certification form, available on the Department's [website](#), along with a transcript or transcripts indicating the course or courses taken, official course descriptions and/or syllabi, and, if they are available, copies of completed and graded examinations measuring the student's abilities in comprehension and translation. Upon endorsing the student's request, the Language Liaison will submit the form and accompanying documentation to the Director of Graduate Studies. The same procedures apply to the student wishing to certify his or her language proficiency on the basis of prior coursework taken at Marquette University, e.g., coursework taken as an undergraduate or during the student's master's degree program.

In general, the student seeking certification of prior coursework should have received a grade of B or higher in a credit-bearing course or courses meeting the following criteria:

- Course designed to provide advanced proficiency as defined by the American Council for the Teaching of Foreign Languages (ACTFL)
- Course required both translation of an unannounced text and comprehension of that text as part of a final examination

- Course completed within three years of enrolling in the student’s current program of study at Marquette or before the student has reached the stage of his or her Doctoral Qualifying Examination, on which see section [4.4.5](#).

The Department also will accept a passing grade on a comprehensive reading examination equivalent to those offered by the Department of Languages, Literatures and Cultures, on which see section [4.4.3.4](#).

#### **4.4.3.4 Graduate Reading Examinations**

Students may meet the Department’s language requirement in French, German, and classical Latin by passing a comprehensive reading examination offered by the Department of Languages, Literatures and Cultures. These examinations are offered once during each fall and spring academic term. Students must register for the examinations as courses, that is, FREN 9831, GRMN 9831, and LATN 9831, through CheckMarq as one would register for a course. A processing fee of \$100 will be assessed for each examination. The examination period lasts two hours, during which students are permitted to use a dictionary. The use of other printed materials is prohibited, as are electronic devices, including electronic dictionaries. The reading exam consists of two sections, namely a translation of approximately thirty lines of text worth 85% of the student’s grade and a reading comprehension exercise worth 15% of the student’s grade.

Examinations in classical Hebrew and classical Greek are offered by faculty members in the Department of Theology. The examination period lasts three hours, during which students are permitted to use a dictionary. The use of other printed materials is prohibited, as are electronic devices, including electronic dictionaries. The reading exam consists of two sections, namely translations of two out of three passages. These examinations typically are administered following the student’s completion of departmental language coursework, on which see section [4.4.3.2](#). The student entering the program having had substantial prior experience with classical Hebrew or classical Greek may request to take a qualifying examination in either language in lieu of coursework, although avoidance of all departmental language coursework is discouraged.

#### **4.4.3.5 Recommended Schedule for Certification of Language Proficiency**

Students are encouraged to pass at least one foreign language proficiency examination or receive a grade of B or higher in a language course during their first academic terms. Following their first terms, doctoral students must fulfill at least one language requirement during each subsequent year in the program. Doctoral students with master’s degrees are encouraged to fulfill their first language requirements before beginning coursework and must do so by the end of their first years in the program. Doctoral students must pass both French and German or another approved modern language by the end of their second years in the program.

#### **4.4.4 Residency Requirement**

The student is required to complete nine credit hours of coursework, or three courses, for two academic terms within a period of eighteen consecutive months or, alternatively, complete at least six credit hours of coursework, or two courses, for three academic terms within a period of eighteen consecutive months. The student may fulfill his or her residency requirement by means of coursework alone or by means of coursework in conjunction with dissertation credits. Precise

details of the student's residency plan must be included in his or her Doctoral Program Planning Form, on which see section [4.3](#).

The student in residence is subject to the course load limitations detailed in section [2.2](#). As such, the student in residence not receiving financial aid may choose to register for up to twelve credit hours, or four courses, in an academic term. Rarely, however, is a twelve-hour course load advisable in view of the likelihood that the student will have to complete his or her required coursework, complete his or her language requirements, and/or prepare for his or her Doctoral Qualifying Examination during his or her residency.

Outside employment usually is incompatible with the time the student must commit to fulfill his or her academic requirements and residency requirement.

#### **4.4.5 Doctoral Qualifying Examination**

Consisting of a written examination and an oral defense, the Doctoral Qualifying Examination (DQE) may be taken once the student has fulfilled all his or her language requirements and is within or past his or her final term of coursework. Consulting the appropriate documentation on the Department's [website](#), the student must work with his or her academic advisor to select three topics in his or her area of concentration and one topic in each of the two other areas for inclusion in the examination. Topics are provided by the faculty members in each area of concentration and must be formally approved by the Department's Graduate Committee. Alternative topics suggested by the student will not be considered for inclusion on his or her examination.

The student must complete the application, available on the Department's [website](#), indicating his or her topics of choice, tentative examination dates, and a proposed examination board consisting of five full-time faculty members, three from the student's area of concentration and one from each of the two other areas, along with three alternates. It is the responsibility of the student alone to secure the agreement of all proposed board members and all alternates before listing them in his or her application. The student must also secure the agreement of one of the three board members in his or her area of concentration to serve as the board's chair. The student's advisor may serve on the board but normally may not serve as its chair.

The Department does not have fixed dates for qualifying examinations. As such, the student may request to take his or her examination at any time during the fall or spring academic term when the University is in session. Typically, the entire examination process is scheduled to take place over the course of a single five-day work week. The written examination is taken over two consecutive days, typically a Monday and a Tuesday, and the oral defense held on the following Thursday or Friday. As the all examination board members must participate in the oral defense, it is imperative that the student request a date or dates for the oral defense on which he or she has determined that all of them will be available to convene.

Upon securing the approval of his or her advisor, the student must submit the completed form application to the Graduate Committee. The student must supply in accompaniment to the application a register of all graduate courses in theology and religion taken at Marquette and elsewhere, classified by area of concentration.

Upon the application's approval by the Graduate Committee, the student must register for the examination by submitting the appropriate form, available on the Department's [website](#), to the Director of Graduate Studies. This should be done no less than one month prior to the date of the examination. Once the student registers for the examination, he or she should not attempt to modify its approved dates and/or times except in view of exigent circumstances and with the express approval of the Department Chair.

Upon the examination's registration by the Director of Graduate Studies, the chair of the examination board will inform the other board members of the dates of the examination. Each member of the board, including the chair, must prepare two questions pertaining to the topic on which he or she has agreed to examine the student. The chair will inform board members of their responsibilities to submit their questions by an appropriate time in advance of the date of the written examination. The chair also will set the specific time and place for the oral defense.

After the form is approved and signed by the Department Chair, the DGS will provide a copy of the DQE Registration form to the Assistant to the Chair who will then reserve space for the exam. The DQE Committee Chairperson will prepare the four parts of the written examination and email the exam questions to the Assistant to the Chair no less than one business day before the scheduled written examination date.

On the day before the first written examination, the student should initiate the DocuSign process for the "Doctoral Qualifying Examination Committee Chairperson's Summary/Advancement to Doctoral Candidacy Form," available on the [Graduate School's website](#).

On the first day of the examination, the student will report at an agreed-upon time to the Assistant to the Chair, who will provide the student with the written examination, a place to work, and whatever books the board members have permitted for the student's use during the examination. The student will have to respond to one question from two of the three sets of questions in his or her area of concentration and one question from each set of questions in the other two areas, totaling four responses. Each response must be in an essay format. The student will have three hours to complete each essay. At the end of this period, the student will submit his or her essay to the Assistant to the Chair for distribution to the board members. The same procedure will be followed for each of the remaining three parts of the examination. Typically, the student will complete the two essays in the other two areas on the first day of the examination and the two essays in the other two areas on the second day, although other arrangements may be made at the student's request.

The oral defense will last approximately ninety minutes, although the chair of the examination board reserves the right to extend that period at his or her discretion. The board members will ask the student about his or her written responses, the questions he or she chose not to respond to, or any other aspect of the student's examination topics. Each board member will provide the chair an evaluation of the student's performance on both the written and the oral parts of the examination. Board members may choose to consult with one another before issuing their evaluations. The chair will submit the individual evaluations of the examination board's members along with a summative report to the Department Chair. The members of the examination board will then use the DocuSign "Doctoral Qualifying Examination Committee Chairperson's Summary/Advancement to Doctoral Candidacy Form" (which the student should have already

initiated before the written exam started) to record the results of the exam and submit those results to the Graduate School.

Satisfactory evaluations from four out of the five board members are required to pass the examination. Although the board typically will give the student unofficial notification of the results of his or her examination immediately following the oral defense, the Graduate School officially will notify the student of the results after processing the required forms.

#### **4.4.5.1 Procedural Summary**

In the interest of eliminating confusion, the following protocols summarize the DQE process:

- The student obtains the examination topics and application form.
- In consultation with his or her advisor, the student selects three topics in his or her area of concentration and one topic in each of the other two areas.
- The student secures the agreement of three faculty members in in his or her area of concentration and one in each of the other two areas to serve as the examining board. The agreement of three alternates must be secured as well.
- The student prepares the DQE application form and a list of graduate courses taken at Marquette and elsewhere.
- The student submits the application and list of courses to the Graduate Committee.
- The Graduate Committee notifies the student and his or her advisor of the application's approval.
- The student submits the DQE registration form to the Director of Graduate Studies.
- The examination board chair contacts other board members to solicit their examination questions and set a time and place for the oral defense.
- Before submitting their questions, the board members clarify their expectations with the student in conversation with the student. Expectations should include, at the very least, bibliographies listing required primary and secondary literature.

#### **4.4.6 Doctoral Dissertation**

The student must choose a topic within the scope of the Department's mutual understanding of the disciplines of theology and/or religious studies and for which the student can identify a departmental faculty member possessing the necessary competence, availability, and willingness to serve as his or her dissertation director. The student is encouraged to select a topic and secure the agreement of a director towards the end of his or her coursework or while preparing for his or her Doctoral Qualifying Examination.

The doctoral dissertation normally is directed by a tenured departmental faculty member. Any proposed deviation from this norm requires approval from the Graduate Committee, in consultation with the Department Chair, prior to the student's submission of his or her Doctoral Dissertation Outline to the Graduate Committee, on which see section [4.4.6.1](#).

Faculty members currently directing or co-directing five or more dissertations may not agree to

direct a further dissertation without approval from the Department Chair. This approval must be obtained prior to the submission of the student's Doctoral Dissertation Outline to the Graduate Committee, on which see section [4.4.6.1](#).

#### **4.4.6.1 Doctoral Dissertation Outline**

The Doctoral Dissertation Outline (DDO) encompasses a detailed proposal of the research project to inform the student's doctoral dissertation. The student typically will begin working on his or her DDO and the accompanying proposal following the passage of his or her Doctoral Qualifying Examination (DQE). The DDO may not be submitted to the Department's Graduate Committee or to the Graduate School until the students has passed his or her DQE.

Once the student and his or her proposed director agree on the general terms of the project, the student is responsible for securing the verbal commitments of no fewer than three additional faculty members to serve on the dissertation committee as well as no fewer than two additional faculty members to serve as alternate committee members. Members of the dissertation committee should be full-time tenured or tenure-track faculty members of the Department of Theology. Exceptions may be made at the student's request. All such requests must be approved by the Graduate Committee. The Department will not provide funds for a stipend, travel, or accommodations for external committee members, nor may the student provide funds for those purposes. Video conferencing equipment may be requested from the University to accommodate participation of an external committee member in the student's dissertation defense, although it is not the University's responsibility to ensure that comparable equipment is available at the home institution of the external committee member. Charges incurred using the University's equipment will be borne by the student.

Before submitting the DDO to the Graduate School, the student must secure its approval by the Graduate Committee. That process requires two steps:

1. The student must complete a draft of the DDO encompassing items D.1–D.7 in the [Graduate School's Outline Guide](#). The student must share this draft with the proposed dissertation director before completing the second step.
2. The student must submit to the Graduate Committee:
  - a. A completed Department of Theology DDO Graduate Committee Approval form, available on the [department's website](#).
  - b. An abstract, no more than one page in length, outlining the proposed dissertation project
  - c. A brief letter from the proposed dissertation director that 1) states the proposed director's willingness to direct this project; 2) identifies a minimum of three additional proposed committee members and a minimum of two alternates and confirms that each of these faculty has agreed to serve in their respective capacities; and 3) affirms that the director has seen the draft of the DDO essay the student completed in step 1.

Following the student's submission of the Department of Theology DDO Graduate Committee Approval form and its accompanying materials to the Graduate Committee, the Graduate



Committee, in consultation with the Department Chair, will nominate a dissertation committee and notify the proposed dissertation director to convene a meeting with the proposed dissertation committee and the student no more than six weeks from the date of the Graduate Committee's decision.

The dissertation director will convene a meeting with the proposed dissertation committee and the student. In advance of that meeting, the student will submit the following two documents to the director and the proposed committee members:

1. A revised version of the DDO abstract inclusive of any revisions recommended by the Graduate Committee.
2. The DDO essay inclusive of any revisions recommended by the dissertation director during the Graduate Committee review process.

Upon the committee's approval of the DDO form and essay, the student will complete the DocuSign Outline/Proposal for Dissertation form available on the [Graduate School's website](#). All required signatures will be requested electronically, and the final version of the signed form will be submitted to the Graduate School.

Once received by the Graduate School, the DDO constitutes a contractual agreement between the student and Marquette University. Should the content or scope of the dissertation change substantially as the student pursues his or her research, the dissertation director reserves the right to require the student to submit a new DDO following the same procedure followed for the original DDO or an expedited variation of that procedure.

#### **4.4.6.2 Writing the Dissertation**

The student must complete the dissertation to the satisfaction of the director. The student may seek ancillary direction from other members of his or her dissertation committee, although those committee members are not obligated to review drafts of the student's written output.

The student is strongly advised to consult the Graduate School's dissertation directives, available on its [website](#), before beginning to write his or her dissertation and again prior to his or her dissertation defense. The Graduate School reserves the right to reject a dissertation not written and formatted according to its specifications.

#### **4.4.6.3 Dissertation Defense**

Once the director decides that the dissertation is ready for a public defense, no less than one month prior to the proposed date of the defense, and no less than two months prior to the Graduate School's deadline for the submission of final copies of the dissertation, the student will provide printed copies of the dissertation to the dissertation director and the dissertation committee members. It is the responsibility of the student to provide one printed copy of the dissertation to each committee member who requests a written copy by the announced deadlines. The director and/or committee members may request that the student provide them with electronic copies of the dissertation in lieu of printed copies. The student may request the same of his or her director and/or committee members, although the director and/or committee members reserve the right to insist on printed copies.



The student will note that the Department's deadlines pertaining to the submission of dissertations are earlier than those of the Graduate School. Although this is a precautionary measure, it will be strictly enforced. Exceptions must be approved by the Director of Graduate Studies. Specific instructions and deadlines pertaining to the submission of dissertations appear on the Graduate School's [website](#) and the Office of the Registrar's [academic calendar](#).

Committee members must be given no less than one month in which to read the dissertation, by the last day of which period they must inform the director whether they agree that the dissertation is ready for defense. Should one or more committee member determine that the dissertation is not ready for defense, the director must inform the student of the situation and reschedule the defense at the director's discretion. In any case, board members are free to communicate concerns about the dissertation to the director prior to the date of defense.

Faculty members are not obliged to participate in more than two dissertation defenses within a span of thirty days. In other words, a faculty member participating in two defenses within a span of thirty days is not obliged to participate in a third defense fewer than thirty days following the first of the two defenses on his or her schedule. This condition permits the faculty member at least thirty days' time in which to evaluate each dissertation he or she agrees to evaluate. Faculty members who wish to invoke this condition must communicate their intention to the dissertation director at the time the director proposes to schedule the defense. Should this situation occur, the director must call upon an alternate committee member to participate in the defense or delay the defense until which time the original committee member is able to participate.

The public defense will be held after the committee members have evaluated the dissertation. The date of the defense must be no less than one month prior to the Graduate School's deadline for the submission of final copies of the dissertation. Although this is a precautionary measure, it will be strictly enforced. Exceptions must be approved by the Director of Graduate Studies.

No less than one month prior to the date of the defense, the student must submit to the Assistant to the Chair a copy of the completed announcement of public defense form, available on the Graduate School's [website](#). Accompanying the form should be a copy of the dissertation abstract. The Assistant to the Chair will reserve a room for the defense. The student alone is responsible for collecting the signature or signatures of committee members external to the University.

The entire committee should be present at the defense, with the dissertation director serving as the event's chair. Meeting attendees may elect to participate via videoconference, in which case it is the student's responsibility to ensure that the room where the defense is held is equipped with the requisite audiovisual equipment. The student will present a summary of his or her work. Each of the committee members will offer comments and questions to the student. Finally, the director will offer comments and questions to the students. The director may then choose to invite comments and questions from others in attendance.

Following the defense, the student will have no fewer than three weeks to revise and emend the dissertation in light of written or verbal feedback received at the defense. The final edition of the dissertation must be submitted to the Graduate School electronically following the instructions provided on the Graduate School's [website](#). The following items must be submitted independently of the student's electronic dissertation submission:

- A printed copy of the dissertation for the Department of Theology’s library, to be submitted to the Assistant to the Chair
- A separate copy of the dissertation’s signature page (an internal department form), to be completed by the dissertation committee, and submitted to the Assistant to the Chair
- Dissertation approval form, available on the Graduate School’s [website](#), to be completed by the dissertation director and submitted to the Assistant to the Chair
- Publishing through MU’s Raynor Memorial Library form, available on the Graduate School’s [website](#), to be completed by the student and submitted to the Assistant to the Chair
- Optional publishing fees and/or copyright fees, to be paid by the student directly to the publisher in conjunction the electronic submission of his or her dissertation
- Survey of Earned Doctorates, to be completed by the student [online](#) following the electronic submission of his or her dissertation

Once having collected them, the Director of Graduate Studies will submit the required materials to the Graduate School to complete the student’s requirements for graduation.

#### **4.5 Transfer of Credit**

The student wishing to apply to his or her program requirements courses completed at another institution or institutions must list those courses in his or her Doctoral Program Planning Form (DPPF), on which see section [5.3](#). Upon submitting the DPPF to the Graduate Committee, the student must provide in a separate document a brief description of each course for which the student wishes to request transfer credit. Upon the Graduate Committee’s recommendation, the Department will accept up to thirty credit hours, or ten courses, of transfer credit.

Acceptance of credits earned in coursework prior to the student’s enrollment at Marquette is not automatic. Transfer credit will not be accepted for courses primarily involving language instruction. The institution from which credit is to be transferred must be accredited by the North Central Association of Colleges and Secondary Schools, the Association of Theological Schools, or an equivalent accrediting agency. Finally, the credit must have been earned in academic coursework comparable in content and quality to courses offered by the Department, as opposed to coursework completed in pursuit of a vocational or professional degree.

The Graduate School reserves the right to reject a request to transfer credit its administration deems of inferior academic quality regardless of the Department’s recommendation.

#### **4.6 Interdisciplinary Concentrations**

In addition to the Department’s three principal areas of study, that is, Judaism and Christianity in Antiquity, Historical Theology, and Systematic Theology/Theological Ethics, doctoral students may choose to concentrate in one of two interdisciplinary areas, namely Theology and Society and Health Care Mission and Ethics. Though interdisciplinary in nature, these concentrations are housed entirely in the Department of Theology. Completion of his or her curricular requirements

in an interdisciplinary concentration earns the student the same Ph.D. in religious studies earned by students in the program's other areas of concentration.

The Theology and Society concentration is designed to provide students opportunities to bring the study of theology and religion into conversation with other disciplines addressing the sciences, cultures, and values of human society. These disciplines include law, education, English, history, philosophy, psychology, and sociology, among many others.

The Health Care Mission and Ethics concentration is designed to provide students interested in careers in Catholic health care with a deep grounding in the major theological disciplines along with academic training in practical issues related to the provision of health care and immersion in health care environments.

The student who chooses either of these concentrations begins his or her studies by acquiring a foundation of advanced general theological knowledge before developing theologically-informed approaches to his or her specific areas of academic interest. This involves studying the major sources of Christian social thought and understanding of the historical evolution of Christian thinking about society, particularly as it relates and has related to the valuation of human life. The student is expected to engage in sophisticated analysis of contemporary culture mediated by at least one major non-theological discipline determined in consultation with the student's academic advisor.

#### **4.6.1 Doctoral Program Planning Form**

For general terms regarding the Doctoral Program Planning Form (DPPF), see section [5.3](#). Students opting for interdisciplinary concentrations pursue individually tailored courses of study, typically requiring multiple exceptions to normal departmental policies and, in some cases, more than the usual number of required credit hours of coursework, on which see section [5.6.2.1](#). Consequently, the student's academic advisor will be more active than usual helping the student prepare his or her DPPF. Upon submitting his or her DPPF to the Graduate Committee, the student must provide in a separate document a list of requested exceptions to the department policies along with rationales for those exceptions. This document should be signed by the student's advisor. The Committee will make its recommendation for approval of to the Department Chair. The Chair will approve the Committee's recommendation and add the document listing the approved exceptions to the student's departmental file. Both the student and his or her faculty advisor should keep a record of approved exceptions for future reference.

#### **4.6.2 Curricular Requirements**

The following guidelines indicate special conditions to the general program guidelines detailed in section [5.4](#). Students concentrating in Theology and Society and Health Care Mission and Ethics are advised to consult those guidelines before processing the proceeding instructions.

##### **4.6.2.1 Coursework and Area Distribution**

The student must complete sixty credit hours, or twenty courses, of coursework. No less than forty-eight of those credit hours, or sixteen courses, must be in theology or religion. The remaining twelve credit hours, or four courses, must be in an allied discipline relevant to the student's research and teaching interests. Typically, the student will petition the Graduate School

to transfer some of those credit hours from his or her master's-level coursework taken at Marquette or at another institution. See section [5.5](#) for information on that process.

With respect to area distribution, the student must complete thirty credit hours, or ten courses, in one of the Department's three principal areas of study, that is, Judaism and Christianity in Antiquity, Historical Theology, or Systematic Theology/Theological Ethics, and nine credit hours, or three courses, in each of the two other areas. The student must complete twelve credit hours, or four courses, in an allied discipline in the humanities, social sciences, education, law, or health sciences. Up to twelve transfer credit hours, or four courses, of non-theological coursework may be applied to his or her program requirements provided that the student's advisor deems him or her sufficiently prepared for examination in the student's allied research discipline and proceed to conduct advanced research in that discipline.

The number of credit hours the student must complete in each discipline while in residence at Marquette will vary depending on his or her prior record of master's-level coursework. For example, the student entering the program with master's degree in theology or religion will have to complete fewer credits in theology than one entering the program with master's degree in his or her allied research discipline. Conversely, the student entering the program with master's degree in his or her allied research discipline will have to complete fewer credits in that discipline than one entering the program with master's degree in theology or religion. Ideally, the student should complete at least three credit hours, or one course, in each of the Department's three principal areas of study while in residence at Marquette and three credit hours, or one course, in the allied discipline of his or her choosing while in residence at Marquette so as to have studied under all of the faculty members who will serve on the student's Doctoral Qualifying Examination board according to the terms of section [5.6.2.5](#). Exceptions to this recommended distribution may be made by the student's advisor in view of the student's prior record of coursework and the unique parameters of the student's course of study.

Upon completing his or her required coursework, the student will have acquired a degree of proficiency in his or her allied research discipline equivalent to that of an undergraduate major in that discipline. Equivalency will be determined by the student's academic advisor in consultation with the faculty of the academic unit housing the student's allied research discipline. Should his or her advisor find the student's proficiency lacking, the student will be required to complete additional coursework in that discipline.

The Department acknowledges that the student might wish to complete coursework in an allied research discipline in which the University does not offer doctoral-level coursework. In such cases, the student may complete master's-level coursework offered at Marquette in lieu of doctoral-level coursework. Alternatively, students may complete doctoral-level work at the Medical College of Wisconsin or the University of Wisconsin-Milwaukee through Marquette's inter-university exchange programs with those institutions. Please see the Graduate School's [website](#) for further information on its exchange programs.

#### **4.6.2.2 Dissertation Research Credits**

The student is required to complete twelve credit hours of dissertation research. See section [5.4.2](#) for further information on this requirement.

#### **4.6.2.3 Language Requirements**

The student pursuing the Theology and Society concentration must acquire proficiency in two modern foreign languages, typically French and German, although another language essential to his or her research may be substituted for one of these in consultation with the student's advisor and the Language Liaison.

The student pursuing the Health Care Mission and Ethics concentration must acquire proficiency in classical Latin and one modern foreign language, typically French or German, although another language essential to his or her research may be substituted for one of these in consultation with the student's advisor and the Language Liaison. See section [5.4.3](#) for further information on these requirements

#### **4.6.2.4 Residency Requirement**

The student is required to complete nine credit hours of coursework, or three courses, for two academic terms within a period of eighteen consecutive months or, alternatively, complete at least six credit hours of coursework, or two courses, for three academic terms within a period of eighteen consecutive months. See section [5.4.4](#) for further information on this requirement.

#### **4.6.2.5 Doctoral Qualifying Examination**

For general terms regarding the Doctoral Qualifying Examination, see section [5.4.5](#). The student pursuing an interdisciplinary concentration typically will select an examination board consisting of two departmental faculty members in his or her primary area of concentration within the discipline of theology, one departmental faculty member in each of the student's two minor theological areas, and one faculty member in his or her allied research discipline from another department or school at Marquette University or one of its partner institutions.

The student must work with his or her academic advisor to determine the following five topics of examination:

- A topic testing the student's competence in his or her primary theological discipline, to be chosen from the standard examination topics listed in the appropriate documentation on the Department's [website](#)
- One topic testing the student's competence in each of the student's two minor theological areas, to be chosen from the standard examination topics listed in the appropriate documentation on the Department's [website](#)
- A topic testing the student's competence in his or her allied research discipline, to be determined by the student in consultation with a faculty member in that discipline and the chair of the student's examination board
- A comparative topic testing the student's understanding of the interrelationship between theological research and his or her allied research discipline concerning issues such as methodologies, major figures, and challenges spanning disciplinary boundaries, to be determined by the student in consultation with a faculty member in the student's primary theological discipline current in interdisciplinary research

Proposed topics in the latter two categories must be approved by the Graduate Committee during its standard evaluation of the student's DQE application.

#### **4.6.2.6 Doctoral Dissertation**

For general terms regarding the Doctoral Qualifying Examination, see section [5.4.6](#). The student pursuing an interdisciplinary concentration typically will assemble a dissertation committee including one faculty member in the student's allied research discipline from another department or school at Marquette University or one of its partner institutions. The topic of the dissertation must be interdisciplinary in nature and reflect the general parameters of the student's area of concentration within the discipline of theology.

## **5 Guidelines for Teaching and Research Assistantships**

### **5.1 Faculty Member Responsibilities**

The assistantship program is designed primarily for the benefit not of the faculty but of the graduate students. It is meant to provide students opportunities to observe faculty members teaching varied subjects and employing varied pedagogical methods, to acquire course management and assessment skills, to assist faculty members in their research, and to provide financial support for their graduate studies. The following guidelines pertain principally to teaching assistants. Faculty members working with research assistants are advised to maintain their principles of fairness when setting parameters for their assistants' work.

The key to a successful relationship between faculty member and assistant is communication. The faculty member should contact his or her assistant to arrange an orientation meeting during the week before classes begin. At that meeting, the faculty member should articulate his or her expectations of his or her assistant, inquire about the assistant's interests, and discuss and special needs or considerations of which the faculty member should be aware. The faculty member should ask the assistant to set his or her office hours and to reserve time for a weekly meeting in which to discuss the assistant's recent performance and upcoming tasks.

The faculty member must confirm the willingness of his or her teaching assistant to have his or her email address and/or phone number listed on the course syllabus. The faculty member must furthermore ensure that his or her assistant receives a copy of the course syllabus as soon as possible in advance of the academic term to ensure that all course materials are added to the course website and/or put on reserve in the library by the time they are needed by the students.

In paying their tuition fees, undergraduate students have the right to expect faculty members not only to deliver course content but to assess their progress from the beginning of the academic term to the end. Consequently, even if the faculty member chooses to have his or her teaching assistant grade students' assignments and take care of other routine tasks, it is the responsibility of the faculty member to supervise the efforts of his or her assistant. The faculty member should be involved in grading major papers and midterm and final examinations. The faculty member alone is responsible for tabulating students' final course grades and submitting them through the University's online student information system by the college's grading deadlines.

Providing his or her teaching assistant the occasional opportunity to teach in an undergraduate course is an excellent way to prepare the assistant for future teaching opportunities. Nevertheless, as excessive class preparation can be unfairly time consuming, the faculty member may assign his or her teaching assistant to teach no more than three sessions in any one undergraduate course during a given academic term. The faculty member must give his or her teaching assistant no less than two weeks' advanced notice of any such assignment to allow the assistant sufficient time to prepare his or her lesson plan.

Should the faculty member request the aid of his or her assistant creating documents, compiling bibliographies, checking out books from the library, etc., the faculty member must allow the assistant no less than forty-eight hours, or two full days, to begin the task to avoid compromising the assistant's ability to fulfill the requirements or his or her own curricular requirements in a

timely manner. Should the faculty member require the assistant to check out books or other materials from the library for the faculty member's use, the faculty member and the assistant must complete an authorized assistant form a form enabling the assistant to do so. The assistant must submit the completed form at the circulation desk at Raynor Library upon first carrying out this responsibility. The form is available on the Raynor Memorial Libraries [website](#).

## **5.2 Graduate Assistant Responsibilities**

The following guidelines pertain principally to teaching assistants. Students working with research assistants can expect the faculty members they assist to apply their principles of fairness when setting parameters for their assistants' work.

The assistant may be asked to assist in any of the faculty member's needs germane to his or her employment by Marquette University. The assistant is not obliged to assist in any task to be carried out in the faculty member's home or elsewhere off campus.

The assistant is expected to work ten to fifteen hours a week during each academic term of his or her award. For teaching assistants, those hours include time spent observing classes. The assistant is not expected to operate at the upper limit of the stated range on a weekly basis.

The teaching assistant is expected to attend at least one class each week of each of course in to which one is assigned. The assistant is expected to take notes and to keep up with the course's reading assignments so that he or she may help students with their work, offer review sessions, etc. If the assistant cannot attend a given section of a course to which one is assigned due to a scheduling conflict with the assistant's own coursework, the assistant nevertheless is expected to visit that section briefly on a date at the beginning of the academic term to introduce himself or herself to the students. The assistant should notify the instructor of his or her graduate course that he or she will not be present for part of that date's class session.

The teaching assistant must reserve no fewer than three office hours each week in which to meet with students or must make himself or herself available by appointment. The teaching assistant's office hours do not substitute for the faculty member's own office hours.

The teaching assistant may be asked to hold evening review sessions, to show films in the evening, or otherwise to be on hand for activities scheduled beyond normal class hours.

The teaching assistant may be asked to carry out occasional research and research-related assignments such as proofreading, line editing, compilation of bibliographies, etc., within his or her weekly allotment of work hours.

Should the assistant be asked to check out books or other materials from the library for the faculty member's use, the faculty member and the assistant must complete an authorized assistant form a form enabling the assistant to do so. The assistant must submit the completed form at the circulation desk at Raynor Library upon first carrying out this responsibility. The form is available on the Raynor Memorial Libraries [website](#).



## 6 Adjunct Employment

Advanced doctoral students may be considered for employment by the Department as adjunct instructors. An adjunct instructor is a part-time employee hired on a term contract to teach one or more courses, typically at the undergraduate level. Contracts for adjunct instructors non-continuing, which means they expire at the end of the academic term for which an adjunct instructor is hired to teach. Adjunct instructors may be reappointed in subsequent terms.

The student must possess the following qualifications to serve as an adjunct instructor:

- The student must be in good academic standing at the beginning of his or her term of employment.
- The student must have completed all his or her required coursework and passed his or her Doctoral Qualifying Examination by the beginning of his or her term of employment.
- The student must not be receiving financial aid in the form of an assistantship or fellowship for the duration of his or her term of adjunct employment.
- The student must be deemed capable and reliable by his or her academic advisor and by the Director of Graduate Studies.
- The student must reside in or in reasonable commuting distance to Milwaukee.

Possession of these qualifications does not guarantee the student's right of appointment as an adjunct instructor. Other factors affecting the possibility of the student's appointment include the Department's need for adjunct instructors, the student's academic record, the student's history of financial aid, and the student's need for teaching experience.

Appointment of adjunct instructors will be made by the Assistant Department Chair in consultation with the Director of Graduate Studies. Although students do not formally apply to serve as adjunct instructors, qualified individuals are encouraged to express their interests in adjunct employment to the Assistant Department Chair.

## 7 Office Space and Mailboxes

Students serving as teaching assistants, teaching fellows, and adjunct instructors will be given access to shared office space in Marquette Hall during their terms of teaching service. Students are meant to use their offices to meet with undergraduates during their designated office hours. Students may work in their offices at other times as well, provided that they do not disrupt the work of those of their officemates holding office hours at those times. Students holding office hours may ask their officemates to vacate their offices when conferring with undergraduates regarding matters pertaining to their education records. Students asked to vacate their offices must comply with such requests, as conversation pertaining to education records is protected by the Family Education Rights and Privacy Act (FERPA). Failure to comply with this policy will result in the offending student's denial of access to office space.

Per the terms of section [2.12](#), students are expected to maintain the highest standards of professional integrity and performance when dealing with their officemates, students and faculty members occupying neighboring offices, undergraduates visiting their offices, and other members of the Marquette University community visiting their offices. Failure to comply with this policy will result in the offending student's denial of access to office space.

Students are expected to keep their offices clean and lock their doors when no one is occupying them. Students must refrain from intentionally damaging University property placed in their offices. Students may not place their own furniture or appliances in their offices. Students may not sleep in their offices overnight. Failure to comply with these policies will result in the student's denial of access to office space. The Assistant to the Chair will assign offices and distribute keys. Students must vacate offices at the end of their term of service in the department and return the office keys to the Assistant to the Chair.

Before fall classes start, the Director of Graduate Studies will provide to the Assistant to the Chair a current list of the Ph.D. and M.A. students in coursework and/or on campus who should be assigned a mailbox in the department. The Assistant to the Chair will set-up the mailboxes and distribute mailbox keys to the students. Students must return their mailbox key to the Assistant to the Chair at the end of each academic year.

## 8 Technology

### 8.1 Office 365

The University maintains a site subscription to Microsoft Office 365 for informational services and productivity software. Registered students have free access to all Office 365 online applications, the downloadable Office 365 Pro Plus software suite, which includes Word, PowerPoint, Excel, Skype for Business, and other applications, and file storage through OneDrive for Business. Students are encouraged to use these applications and services. See the IT Services [website](#) for further information on how to access them.

### 8.2 Email and Calendar

It is imperative that students use their Marquette email accounts, which they can access online using the Outlook application in Office 365 or using the Outlook application included in Office 365 Pro Plus. The Department, the Graduate School, and the University send all their official communications to students' Marquette accounts. Students who prefer to use other email accounts are advised to set Outlook to forward all messages received in their Marquette accounts to forward those messages to their preferred addresses.

Students are advised to use their Marquette email accounts when communicating with University personnel who might not recognize their personal email addresses, that is, professors, administrators, and support staff. Likewise, students serving as teaching assistants, teaching fellows, and adjunct instructors are advised to use their Marquette email accounts when communicating with their students.

Students are furthermore advised to use Outlook's calendar function. Further to being a useful application for organizing the student's own schedule, University personnel often use Outlook to schedule meetings, send reminders regarding upcoming events and deadlines, and so forth.

### 8.3 Printing and Scanning

PrintWise is the University's public-access printing network. The PrintWise driver, available on the IT Services [website](#), allows students to print from their personal computers to any PrintWise networked imaging device on campus. Students may also use PrintWise to scan documents at no cost to them. For further information on PrintWise, see the IT Services [website](#).

All registered students are allocated limited PrintWise funds each academic term. Students currently serving as teaching or research assistants are allocated additional funds to cover printing costs associated with their assistantship responsibilities. All students may purchase additional PrintWise funds using their MarquetteCASH accounts.

The Theology Department's multifunction imaging device (MFD), located on the first floor of Marquette Hall, is not a PrintWise networked device. Students cannot print from their personal computers to this MFD. Students serving as teaching assistants, research assistants, or adjunct instructors may use the MFD to print materials for their courses or research assignments by sending their print jobs as (eMarq) email attachments to [deptprint@marquette.edu](mailto:deptprint@marquette.edu) using their

Marquette email accounts, or by printing to the print queue from a Marquette owned PC that they are logged into under their Marquette credentials.

## **9 Amendments to Policies and Procedures**

The Department may, at its discretion, amend its policies and procedures and as they apply to graduate students. Changes in operating procedures that do not have the effect of adding to students' program requirements will be effective immediately upon adoption by the Department and, therefore, immediately obligatory for all current students. Changes in operating procedures that have the effect of adding to students' program requirements will not apply to current students, who will remain obligated to the department policies and procedures in effect at the time or times of their matriculation.

## 10 Department Calendar 2023–2024

The following dates include important events and deadlines of interest to graduate students. They are subject to change, so please be sure to consult the Graduate School's complete academic calendar at the Office of the Registrar's [website](#).

August 2023	Graduate School new student orientation
August 25	Department of Theology new student orientation
August 28	Fall classes begin
September 5	Fall registration ends @ 11:59 PM
October 2	Deadline for application for December graduation
October 6	Deadline for submission of incomplete work for spring 2023 and summer 2023 courses
October 23	Deadline for submission of announcement of public defense form in time for December graduation
November 13	Deadline for public defense of dissertation in time for December graduation
November 17	Deadline for submission of master's thesis/essay in time for December graduation
December 4	Deadline for submission of doctoral dissertation in time for December graduation
December 9	Fall classes end
December 19	Fall grades due @ noon
January 16	Spring classes begin
January 24	Spring registration ends @ 11:59 PM
February 16	Deadline for submission of incomplete work for fall 2023 courses
March 18	Deadline for submission of announcement of public defense form in time for May graduation
April 1	Deadline for public defense of dissertation in time for May graduation
April 19	Deadline for submission of master's thesis/essay in time for May graduation
April 12	Deadline for application for May graduation
April 29	Deadline for submission of doctoral dissertation in time for May graduation
May 4	Spring classes end
May 11/12	Commencement
May 14	Spring grades due @ noon

**11 Faculty Roster 2023–2024****Distinguished Associate Professor**

Rev. Cathal Doherty, S.J.  
*Emmett J. and Martha Doerr  
Chair in Catholic Theology*

**Endowed Chairs**

Dr. Michael Cover  
*Henri de Lubac Chair*  
Dr. Alexandre Martins  
*Kelly Chair*

**Professor**

Dr. Irfan A. Omar  
Dr. Andrei A. Orlov  
Dr. Sharon Pace  
Dr. Marcus Plested

**Associate Professor**

Dr. Joshua Ezra Burns  
Dr. Michael Cover  
Dr. Deirdre A. Dempsey  
Rev. Ryan Duns, S.J.  
Dr. Mark F. Johnson  
Dr. Conor M. Kelly  
Dr. Andrew Kim  
Dr. Alexandre Martins  
Dr. Danielle Nussberger  
Dr. Joseph Ogonnaya  
Dr. Jeanne-Nicole Mellon Saint-Laurent  
Rev. John S. Thiede, S.J.  
Dr. Kate Ward

**Assistant Professor**

Rev. Joseph Simmons, S.J.

**Adjunct Instructor**

Mr. Stephen Blaha  
Dr. Scott Celsor

Dr. Richard Hanson  
Dr. James Kroemer

**Teaching Associate Professor**

Dr. Matthew Neujahr  
Dr. David Stosur

**Teaching Assistant Professor**

Dr. Andrew Blosser  
Dr. Christina Bosserman  
Dr. Mark Chapman  
Dr. Christine Dalessio  
Dr. Christopher Gooding  
Dr. Jennifer Henery  
Dr. Matthew Kemp  
Dr. Sean Larsen  
Dr. Kathleen McNutt  
Dr. Jon Metz

**Emeritus/a Faculty**

Dr. Michel R. Barnes  
Dr. Patrick W. Carey  
Rev. David M. Coffey  
Dr. Michael K. Duffey  
Rev. Michael A. Fahey, S.J.  
Bishop Alexander Golitzin  
Dr. Julian V. Hills

Rev. D. Thomas Hughson, S.J.  
Rev. William J. Kelly, S.J.  
Rev. William S. Kurz, S.J.  
Rev. John D. Laurance, S.J.  
Dr. Daniel C. Maguire  
Dr. Robert L. Masson

Dr. Paul Misner  
Rev. Philip J. Rossi, S.J.  
Dr. Jame Schaefer  
Dr. John J. Schmitt  
Rev. David G. Schultenover, S.J.  
Dr. Wanda Zemler-Cizewski  
Dr. Susan K. Wood, SCL

## 12 Administrative Roles and Committee Assignments 2023–2024

### Interim Department Chair

Dr. Conor M. Kelly

### Assistant Department Chair and Course Scheduler

Dr. Kate Ward

### Director of Graduate Studies

Dr. Jeanne-Nicole Mellon Saint-Laurent

### Director of Undergraduate Studies

Dr. Alex Martins

### Area Conveners

Dr. Michael Cover (JCA)

Dr. Marcus Plested (HIS)

Rev. Cathal Doherty, S.J. (SYS/ETH)

### Faculty Meeting Minute Recorder

Rev. Joseph Simmons, S.J.

### Language Liaison

Dr. Sharon Pace

### Library Coordinator

Dr. Danielle Nussberger

### M.A.C.D. Program Director

Dr. Matthew Neujahr

### Advisory Committee

Dr. Sharon Pace (2022-2024)

Dr. Marcus Plested (2022-2024)

Dr. Andrew Kim (2023-2025)

Rev. Ryan Duns, S.J. (2023-2025)

### Assessment Committee

Dr. Danielle Nussberger, chair

Dr. Jeanne-Nicole Mellon Saint-Laurent (DGS)

Dr. Alexandre Martins (DUS)

### Père Marquette Lecture Committee

Dr. Marcus Plested, chair

Rev. Cathal Doherty, S.J.

### Awards Committee

Dr. Andrei Orlov, chair

Dr. Deirdre Dempsey

### Graduate Admissions and Financial Aid Committee (GAFAC)

Dr. Deirdre Dempsey, chair, *ex officio*

Area Conveners

### GAFAC M.A. Subcommittee

Dr. Jeanne-Nicole Mellon Saint-Laurent, chair, *ex officio*

Dr. Kate Ward

Rev. Ryan Duns, S.J.

### Graduate Committee

Dr. Joseph Ogbonnaya

Dr. Mark Johnson

Rev. Andrei Orlov

Dr. Jeanne-Nicole Mellon Saint-Laurent, secretary, *ex officio*

### Research Committee

Dr. Michael Cover, *chair*

Dr. Andrew Kim

### Team-Taught THEO 1001 Director

Dr. Conor M. Kelly

### Theotokos Lecture Committee

Dr. Mark F. Johnson, chair

Dr. Alexandre Martins

Rev. Joseph Simmons, S.J.

**Social Committee**

Dr. Joseph Ogbonnaya  
Dr. Irfan Omar

**Undergraduate Committee**

Dr. Alex Martins, chair, *ex officio*  
Dr. Jennifer Henery  
Dr. Irfan Omar

**On Sabbatical/Leave of Absence**

Dr. Deirdre Dempsey (Fall 2023)  
Rev. Aaron Pidel, S.J. (Academic Year)



## **13 Responsibilities of Administrative Roles and Committees**

### **13.1 Executive Officers**

#### **Department Chair**

The Department Chair assumes overall direction of departmental activities, faculty and student recruitment, departmental publicity, teaching assignments for faculty and graduate assistants, admissions procedures, routine procedures for graduate students, and serves as the Department's principal liaison with other University departments and officials.

#### **Assistant Department Chair**

The Assistant Department Chair advises the Department Chair on course scheduling, teaching assignments, grade appeals, and the organization of related data for the purposes of reporting on and evaluating the Department's academic programs.

#### **Director of Graduate Studies**

The Director of Graduate Studies serves as the primary departmental administrative contact for individual graduate students and graduate student groups, advises the Department Chair in matters relating to graduate students, and advises the Department Chair in matters relating to financial aid for graduate students.

#### **Director of Undergraduate Studies**

The Director of Undergraduate Studies is responsible for advising undergraduate theology majors and minors, teaching or assigning an instructor for the capstone course, serving as the moderator for the University's Theta Alpha Kappa chapter, coordinating the Department's pedagogical mentoring initiatives, coordinating departmental participation in undergraduate recruiting and scholarship events, and overseeing the Doherty Award competition.

### **13.2 Other Officers**

#### **Area Conveners**

Area Conveners coordinate academic activities pertaining to their respective areas within the department, namely Judaism and Christianity in Antiquity (JCA), Historical Theology (HIS), and Systematic Theology/Theological Ethics (SYS/ETH). Regular responsibilities include graduate course projections and program revision. Area conveners furthermore coordinate doctoral admissions processes specific to applicants in their areas and represent their respective areas on the Graduate Admission and Financial Aid committee (GAFAC).

#### **Faculty Meeting Minute Recorder**

The Faculty Meeting Minute Recorder records the minutes of faculty meetings.

#### **Language Liaison**

The Language Liaison certifies the attainment of graduate student's proficiencies in all languages required by their respective programs and interprets the Department's policies and procedures relating to the fulfillment of those requirements.

**Library Coordinator**

The Library Coordinator serves as the Department's principal liaison with Raynor Memorial Libraries and manages the purchase of library books and resources requested by Department faculty member.

**M.A.C.D. Program Director**

The M.A.C.D. Program Director serves as the coordinator of the Master of Arts in Christian Doctrine program, its principal admissions officer, and the academic advisor to all its students.

**Team-Taught THEO 1001 Director**

The Team-Taught THEO 1001 Director coordinates the design and delivery of the department's team-taught version of THEO 1001: Foundations in Theology and supervises graduate students contributing to the course.

**13.3 Committees****Advisory Committee**

The Advisory Committee advises the Department Chair in matters relating to faculty recruitment, retention, and promotion, faculty salaries, financial aid recommendations, and departmental policies and procedures.

**Assessment Committee**

The chair of the assessment committee collects and assessment data compiled by the Director of Graduate Studies and the Director of Undergraduate Studies and reports said data to the university. The Assessment Committee meets on an ad hoc basis to discuss departmental assessment strategies and outcomes.

**Awards Committee**

The Awards Committee advises the Department Chair regarding nominations of faculty members for awards sponsored by the College of Arts and Sciences and the University.

**Graduate Admission and Financial Aid Committee (GAFAC)**

The Graduate Admission and Financial Aid Committee (GAFAC) consists of the Director of Graduate Studies and the coordinator of each of the department's areas of graduate study. The Director of Graduate Studies is the chairperson ex officio. The committee's purpose is to make recommendations to the Director of Graduate Studies on admission decisions and financial aid awards for new graduate students and on the renewal of financial aid awards for continuing graduate students.

**GAFAC M.A. Subcommittee**

The GAFAC Subcommittee on M.A. Admission and Financial Aid advises GAFAC in matters relating to M.A. program admissions, review applications for admission and financial aid for the M.A. program, and submits recommendations to GAFAC.

**Graduate Committee**

The Graduate Committee advises the Department Chair in matters relating to doctoral qualifying examination topics and boards, thesis and dissertation boards, and policies and procedures pertaining to graduate students.

**M.A. Examination Committee**

The M.A. Examination Committee administers and evaluates the Department's master's-level comprehensive examination.

**Père Marquette Lecture Committee**

The Père Marquette Lecture Committee plans the annual Père Marquette Lecture, supervises the printing of the lecture, and coordinates all events directly associated with the lecture.

**Social Committee**

The Social Committee procures and prepares refreshments for social gatherings following faculty meetings and other festive events.

**Theotokos Lecture Committee**

The Theotokos Lecture Committee coordinates of the annual Theotokos Lecture, supervises the printing of the lecture, and coordinates all events directly associated with the lecture.

**Undergraduate Committee**

The Undergraduate Committee advises the Department Chair in matters relating to the undergraduate curriculum, the Theology and Religion major and minor, and departmental honors.