

Jesuit School of Theology

G U I D E L I N E S

for the

**Master of Theology
(Th.M.)**

Degree Program

2010-2011



**Jesuit School of Theology
of Santa Clara University
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Revised 08/26/2010

GUIDELINES FOR THE MASTER OF THEOLOGY (Th.M.) DEGREE

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Master of Theology (Th.M) Degree

Description

The Master of Theology program is a one-year program in advanced theological study beyond the Master of Divinity degree, and is intended to focus students toward an area of specialized interest. In keeping with the intellectual tradition and apostolic priority of the Society of Jesus, the program cultivates a critical fidelity to the Roman Catholic tradition, in service of the faith that does justice. It enables students to understand the interplay between faith and culture, preparing them to address theological and pastoral issues that emerge in diverse cultural contexts.

Goals / Objectives

Goal I: Students will acquire a depth of knowledge and practical skills within a particular area of concentration.

Objectives:

- A. Students will be able to employ the hermeneutical principles and research methods germane to their selected area of concentration.
- B. Students will be able to marshal what they learn about their area of concentration in addressing a particular issue or problem.

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

Objectives:

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

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

Objectives:

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

Advanced Standing

A student who has taken graduate courses in theology not longer than six years prior to registration may petition for advanced standing in JST's Th.M. program. This petition may be included with the Application for Admission, or it may be submitted during the first semester of study at JST. No more than 6 units of advanced standing can be applied for the Master of Theology program. These units must be from courses which cohere with the courses taken at JSTB as a specialization. Petitions for advanced standing are available from the Assistant Academic Dean or from the Office of Admission.

No units will be transferred which have already been counted toward another degree. No units will be considered for transfer which are not from accredited institutions of higher learning or were not attained at a graduate level.

Degree Requirements

A student may expect to complete the Master of Theology degree in one academic year, but must complete the program within two calendar years from the date of initial registration in the program.

Program Focus

Students in the Master of Theology program will be expected to select a focus for their studies:

- a. Students opting for a research Th.M. will focus their studies toward a deeper personal knowledge and scholarly advancement in some particular area of the theological disciplines. Such students will be expected to write a thesis.
- b. Students opting for a pastoral Th.M. will focus their work toward the communication of the Christian Gospel. Pastoral Th.M. students may opt to do a project rather than a thesis.

Credit Distribution

1. Eighteen semester units of course work, all directly contributing to the student's choice of specialization. Normally, courses should be at the 4000 level or above. A procedure for upgrading courses at the 2000 and 300 level is outlined in the Guidelines for the Th.M. Degree Program.
2. The student is responsible for registering for 6 semester units of research work which culminate in a thesis of at least 75 pages, directed by a full-time permanent member of the JSTB faculty. The thesis director should also serve as the student's academic advisor for most of the degree program, including the course work. The thesis research work may be in the form of a project. With the advice of the director, the student chooses one other competent reader for the thesis, and submits the names of the thesis director and second reader to the Academic Dean for approval. The grade for the thesis units will be the average of the evaluations given by the director and the other reader. In cases of serious discrepancy, the Academic Dean will appoint an additional reader.

3. Students in all degree programs must maintain a 3.0 Cumulative Grade Point Average (CGPA) to graduate. A grade of B- or better is necessary in all courses used to satisfy a requirement for all Jesuit School of Theology degree programs. Students in the Th.M. program normally will take courses on a letter-grade basis
4. Language requirements may be assigned at the beginning of the program as appropriate to the area of specialization.

Th.M PROGRAM GUIDELINES

The following information supplements the material contained in the JST catalog.

1. **Course work:** 18 semester units of course work are required for the Th.M. These course units must all directly contribute to your choice of specialization. Th.M. degree candidates who choose a more pastoral emphasis may apply a maximum of 6 units of field education or special reading course project work toward the 18 units of course work.

Students in all degree programs must maintain a 3.0 Cumulative Grade Point Average (CGPA) to graduate. A grade of B- or better is necessary in all courses used to satisfy a requirement for all Jesuit School of Theology degree programs.

Normally, courses should be at the 4000 level or above. It is understood that courses counting for a Th.M. degree should involve an extended (at least fifteen pages) research or reflection paper. To register for a 2000 or 3000 level course and have it count toward your Th.M. unit requirement, make an arrangement with the professor to do either the reflection or research term paper described above. You should submit a "Petition to Upgrade 2000 or 3000 Level Course to the Advanced Level," available from the Assistant Academic Dean. The form should be signed by you and the professor and submitted to the JST Academic Dean for approval. The fully signed form will be placed in your file and you will be given a copy. If the 2000 or 3000 level course already requires a reflection or research paper which satisfies this understanding, it will suffice that the student submit a copy of the syllabus for the course, attached to the petition form, to count towards the Th.M. degree.

The maximum number of units which can be transferred towards the Th.M is six. Students formerly in the JST M.Div. program may petition to transfer courses done during the M.Div. program provided that the courses were done in the final year of the program and were not counted toward the M.Div. degree. Transfer credit petition forms are available from the Assistant Academic Dean.

2. **Thesis/project registration:** The student is also responsible for registering for 6 units of either research or project work, culminating in a thesis (or project, if appropriate):
Course number: MA 5000.
3. **Thesis/project committee:** The thesis will ordinarily be directed by a committee of two people. 1. The *thesis/project director must be a member of the JST full-time permanent faculty*. S/he should also serve as the academic advisor for most of the degree program, including the course work. 2. Ordinarily, the second reader will also be a member of the JSTB faculty. Requests for exception should be addressed to the JST Academic Dean.

A third person may be added if appropriate, especially from a pastoral situation relevant to a project. In the event that there is a serious disagreement between the director and reader over the quality of the thesis or project, the Academic Dean will appoint a third reader to arbitrate the matter.

4. **Thesis/project proposal:** A thesis or project proposal form, available from the Assistant Academic Dean, should be completed, signed by the thesis/project director and reader(s), and submitted to the Academic Dean for approval. Th.M. thesis proposals should be filed in the Academic Dean's Office no later than **March 15**. The Th.M. project proposal is due no later than **December 15** in the academic year in which the project is completed. If a student does not file a thesis or project proposal by the stated deadline, a letter to the Academic Dean explaining the failure to file is expected.

Any proposal for a thesis or project should be discussed initially with the faculty member who will serve as director. After a full committee has been formed and has reviewed the proposal, it should be submitted to the Academic Dean for final approval.

Thesis Proposal: This description should include a brief statement of the questions you are attempting to answer, how you intend to go about it, the methodology, and an indication of the availability of sources.

Project Proposal: The proposal for the project should include the following:

- A. A brief description of the project, its nature, location and pastoral purpose.
 - B. A list of resource materials from both the Th.M. course work and the pastoral situation.
 - C. A statement of the method to be followed in completing the project.
 - D. A description of the written material which will be a component in evaluating the project.
 - E. Suggested committee for the project, including the signatures of the members of that committee.
5. **Thesis/project grade:** A thesis/project sample grade report sheet is attached. The student should see that each member of the thesis/project committee receives a copy along with the thesis or project.

The grade report sheet allows the reader the option of grading the thesis or project as is or with minor corrections.

If the thesis/project has been approved with minor corrections, the student must have the corrected thesis/project approved by her/his director before turning it in to the JSTB Academic Dean's Office.

Once the written component of the *PROJECT* is received, the committee will determine whether an oral examination (not to exceed an hour) is advisable. In some cases, the proposal for the project may indicate the advisability of such an examination in advance.

If, in the opinion of a reader, major revisions must be made, that reader should deal directly with the director and student until the thesis/project is

acceptable. Grade sheets should be submitted to the Academic Dean's Office only after the thesis/project is deemed acceptable.

Readers should feel free to contact the student's thesis/project director for clarification or questions, but the major responsibility for seeing that everything is taken care of belongs to the **STUDENT**.

6. **Thesis/project deadlines:** Th.M. theses and projects must be graded, corrected, signed, approved by the GTU Library* and submitted to the JSTB Assistant Academic Dean by the **first Monday in May** for May graduation. [*ThM “projects” are not approved by the library.]
7. **Continuing Registration:** Th.M. students are considered to be in continuing registration once they have completed their course work plus the required registration for the final thesis, project or synthesis paper. Continuing registration students will be required to register and are expected to pay the **continuing registration fee equivalent to one-half current tuition each semester**. Such students will be considered fully registered students, and will have library privileges commensurate with that status. [See the *Student Handbook* for more information on continuing registration status.]
8. Students who complete an STL degree can also receive a Th.M. degree concurrently by submitting a request to the Academic Dean. No extra academic work is necessary.

Please see the separate thesis and project guidelines, attached.

**Jesuit School of Theology
of Santa Clara University**

**MASTER'S THESIS AND DOCTORAL DISSERTATION
GUIDELINES**

The following document provides guidelines for students of the Jesuit School of Theology which incorporate the submission requirements of both the Santa Clara University and the Graduate Theological Union libraries.

The physical format standards apply to all dissertations, theses, projects and MTS synthesis papers. However, while all theses and dissertations will be filed with the GTU and SCU libraries, the MTS Synthesis papers and ThM projects will not.

Content

- I. Physical Format Guidelines**
- II. Santa Clara University Thesis Submission Policies**
- III. Thesis and Dissertation Submission Procedures**
- IV. Form for Title Page of Thesis, Dissertation, Project or Synthesis Paper**

**I. MASTER'S THESIS AND DOCTORAL DISSERTATION
PHYSICAL FORMAT GUIDELINES**

Candidates will prepare theses and dissertations according to the standards described in this document.

STYLE

Turabian is the writing style for Graduate Theological Union theses and dissertations (i.e. *Manual for Writers of Term Papers, Theses and Dissertations*, 6th edition, by Kate Turabian). Bibliographical references may be in a format appropriate for the field of study and approved by the Area. For Ph.D. dissertations, the Core Doctoral Faculty approved the placement of footnotes at the end of the manuscript or at the end of each chapter, provided that the form is consistent. In other instances where this document differs from Turabian the student should follow this document. Approval of style is the responsibility of the candidate's committee.

ARCHIVAL STANDARDS

Before filing all final copies, candidates should present them to the reference librarian at the Graduate Theological Union Library Reference Desk, who will approve the archival nature of the thesis/dissertation. The purpose of the standards is to make sure that theses/dissertations, which are unique documents and will be preserved by the Libraries, are clear and legible and will remain so for the future.

Library approval is based on the following*:

- COPIES for approval: Two of the required thesis copies are a part of the Library review and approval
- TITLE PAGE, with original signatures on all copies
- PAPER AND PRINT
- MARGINS
- ILLUSTRATIVE MATERIAL (including charts and graphs)
- OTHER MEDIA.
- ABSTRACT, with original signature of the coordinator

Each standard is described below.

*As noted in the section entitled STYLE, approval of style is the responsibility of the candidate's committee.

Follow these instructions carefully. You may not file your thesis or dissertation or graduate until the physical format of your thesis or dissertation has been approved by the reference librarian. Further questions about archival standards or approval of your thesis/dissertation format may be directed to the GTU Library Reference Desk at 510-649-2501 or libref@gtu.edu.

The GTU Library Reference Desk is open Monday-Friday 9 am – 4 pm for these reviews, though special closures may occur. Every attempt will be made to have a staff person on duty during these hours the week preceding the filing date each semester, but at other times during the semester, or if you are on a tight time frame, call ahead or make an appointment.

The actual thesis/dissertation document and all of its parts are the responsibility of the student until it is filed. The Library will not be responsible for the safety or keeping of the document or any of its parts.

ABSTRACT

Students submitting a thesis or dissertation must include an abstract of no more than 350 words, which clearly sets forth the context and conclusions of the thesis or dissertation. It is bound with the thesis or dissertation itself. The abstract should carry the full title of the dissertation and the author's name at the top of the first page. The coordinator's signature should appear on the last page. We suggest that you take copies of the properly formatted abstract page(s) printed on acid-free paper (see below) to the defense with you to simplify obtaining the signature.

TITLE PAGE

A sample of the thesis title page for your program can be found elsewhere in this program handbook. You must obtain original signatures of all committee members on all copies of the title page. We suggest that you take copies of the properly formatted title page printed on acid-free paper (see below) to the defense with you to simplify obtaining signatures.

PAPER AND PRINT

Both the Santa Clara University and GTU Libraries will retain copies of your thesis or dissertation for posterity. Paper that is acid-free and buffered will prevent the thesis from becoming yellow and brittle over time. Consequently, the quality of the paper is very important and will be checked closely when you come to have your thesis/dissertation approved.

The original of the thesis/dissertation and the other required copies must be on a 20 lb. archival bond paper or a 100% cotton rag paper (any acid-free **paper** that states “100% cotton” in the watermark will qualify). You can purchase Permalife paper, a buffered, archival bond paper, at The Campus Store, 1805 Euclid Avenue, Berkeley, CA. You can also order paper online; click on the links below to access websites with ordering information. Please be careful to obtain the correct paper (Please contact the Reference Desk if you have any questions).

Gaylord, <http://www.gaylord.com> 1-800-448-6160 (catalog number: MA-PB811);
Hollinger Metal Edge, <http://www.hollingermetaledge.com> 1-800-862-2228 or 1-800-634-0491 (catalog number: PB811);
University Products, <http://www.universityproducts.com> 1-800-628-1912 (catalog number: 678-8511).

You must provide proof that the paper complies with this requirement, i.e. that it is 100% cotton. Proof must be provided at the time you have your thesis/dissertation approved by the library. Save the paper wrapper or box and bring it with you when you have your thesis/dissertation approved.

If you have any questions about the paper you are about to use, you should contact the GTU Library Reference Desk (phone: 510-649-2501) well in advance.

The **print** must be letter quality with dark black characters that are consistently clear. Do not print on both sides of a page, every page of the thesis/dissertation must be printed single-sided.

SPACING

Double spacing is required for the main body of the work except in those places where conventional usage calls for single spacing, e.g., footnotes, indented quotations, tables, etc.

FONT

The type size should be 12 point. Type used for charts, drawings, graphs, tables, footnotes, etc., may differ according to format and space requirements, but should be at least 10 point. Please Note: PhD dissertations are reproduced by 50% for distribution. Keep in mind whether or not the text will be legible in this smaller version of the document when choosing the font size.

MARGINS

Your thesis/dissertation will be bound so that it can withstand use for years to come. (The Library will bind your thesis/dissertation for you. Do NOT bind your thesis/dissertation yourself.) When your thesis/dissertation is bound, it will be trimmed on all four sides. Once it is bound, the left-hand margin will fall into a gutter; for this reason the left margin is larger than the others and is the most critical margin to pay attention to-

Margin requirements apply to all pages, whether text, illustration, charts, graphs, or other content. Be sure to check the margins not only on pages with text, but also pages with charts, graphs, or images.

- Left: 1 1/2 inches
- Top, right, and bottom: 1 inch

Page numbers may be 1/2 inch from edge, but no closer.

Check the printer's paper feed to see that the paper is feeding evenly. Margin errors can result from careless paper feeding.

CORRECTIONS

Corrections of typographical errors and other mistakes should be made by re-printing the page(s) or by photocopying corrected pages on thesis paper.

PAGINATION AND ORDER OF MATERIALS

TITLE PAGE not numbered

ABSTRACT, PREFACE, DEDICATION,
CONTENTS, ETC. numbered separately in Roman (i, ii, iii) at the
bottom middle of the page

MAIN BODY OF THE TEXT numbered with Arabic numerals at the
bottom middle of the page at least 1/2 inch
from the edge

Pagination of the main body of the text should include illustrations.

If it becomes necessary to insert materials after typing, the new page should be noted as follows: page 21, then 21a, 21b, 21c, etc. If a page is removed, another numbered page, blank except for the notation "lacking in numbering only" should be inserted in the proper place.

ILLUSTRATIVE MATERIAL

Illustrative materials (e.g. photographs, graphs, charts) should be printed or photocopied on thesis paper since any pages on which illustrations appear must also be on acid-free paper. Black and white as well as color photocopying/printing is acceptable.

FINAL PRINTING

All pages of the thesis/dissertation should be printed on one side of the paper; pages printed on both sides will not be accepted.

OTHER MEDIA

The use and format of all other media must be approved by a GTU reference librarian before the submission of the thesis/dissertation.

"The library will retain copies of supplemental works in electronic media such as CDs or videotapes which accompany the thesis/dissertation as a courtesy to candidates who wish to include them. However, because such media are unstable and relatively short-lived, such works shall not be considered a part of the archival record of the candidate's fulfillment of the requirements for the degree."

NUMBER OF COPIES

All JST-SCU degree candidates who must submit a thesis or dissertation for their program must submit at least three (3) archival quality copies of their thesis/dissertation to the JST Assistant Academic Dean's Office. All students writing theses/dissertations focusing on Africa must submit one additional copy in electronic format (see instructions below) which will be sent to the two Jesuit African theologates. All STD students must submit one more copy of the dissertation in accordance with requirements of the Congregation for Catholic Education (cf. Article 39 of Statutes).

All copies must have received approval for archival standards from the GTU Library (see above) before submission to the JST Academic Dean's office. Each copy of the thesis should be in a separate envelope. Each copy of the dissertation should be in a separate box.

II. THESIS SUBMISSION POLICIES OF SANTA CLARA UNIVERSITY

Questions concerning the Santa Clara University policy on graduate theses should be directed to the Office of Research Initiatives (408-551-7041). Questions concerning other aspects of these guidelines should be directed to the University Library Administrative Offices (408-554-6830).

Santa Clara University Policies

Theses completed in partial fulfillment of a graduate degree must be deposited in the University Archives and made publicly available in the Santa Clara University Library. Furthermore, Santa Clara University has the right to copy and digitize graduate theses. The University also has the right to publish the title, author, and abstract of each thesis on the World Wide Web for University Library use. Authors may choose whether or not to make their complete thesis publicly available via the World Wide Web.

Students completing a thesis in partial fulfillment of requirements for a graduate degree at Santa Clara University must submit all copies of the thesis to the JST Assistant Academic Dean for format check and billing, along with the completed [Graduate Thesis Submission Form](#) and [Graduate Student Thesis Publication Agreement](#).

Guidelines for the preparation of theses and dissertations are available from the Jesuit School of Theology of Santa Clara University. By the posted deadlines, the candidate must submit a signed Graduate Student Thesis Publication Agreement and the required number of the final version of the thesis or dissertation, including original approval pages, to the Academic Dean's Office of the Jesuit School of Theology. The number of copies required for each program is explained elsewhere in this document. The filing deadline for Spring graduates is the first Monday in May, and for Fall graduates, it is the date of the late registration deadline for Fall Semester registration. The printed copies will be bound and deposited in the Libraries of Santa Clara University and of the Graduate Theological Union. If there is any electronic copy made to Santa Clara University, the electronic copy will be made available, subject to any embargo, through a persistent URL embedded in the online catalog record. The candidate will be billed a nominal amount for binding charges. Additional copies of the thesis for the candidate's personal use may be submitted for binding at the same time and will be bound at the same rate, plus charges for shipping and handling if the candidate elects to have personal copies returned by mail.

III. THESIS and DISSERTATION SUBMISSION GUIDELINES

These Guidelines are for use by JST STD, STL and ThM thesis students. Please also see additional program information in the degree Guidelines for each academic program.

1. **Length:** The minimum length:
 - STL and ThM theses: STL and ThM theses should be at least 75 pages in length.
 - STD dissertations: The STD dissertation should ordinarily not exceed 100,000 words or 250 pages in length, including notes, bibliography and appendices.
2. **Physical Format:** Use the Physical Format Guidelines included in this packet.
3. **Thesis/Dissertation Format Approval and Filing Forms:** After all of the readers have approved the thesis *as is*, and the thesis has been signed (see the sample title page, below), the final typed copies of the thesis/dissertation must be approved for format and paper by the Librarian of the Graduate Theological Union Library before they are submitted to the JST Academic Dean's Office. A form for the GTU Librarian's signature is included with this packet, along with the thesis submission and publication forms required by Santa Clara University.

Forms Required:

- Approval of Thesis/Dissertation Format by the GTU Library
 - Santa Clara University Graduate Thesis Submission form
 - Santa Clara University Graduate Thesis Publication Form.
4. **Number of required copies:**
 - STL and ThM theses: Three (3) unbound, archive-ready paper copies.
 - STD Dissertations: Four (4) unbound, archive-ready paper copies.
 - African Theses and Dissertations: One (1) additional PDF copy (see below).
 5. **Thesis/Dissertation Submission:** Once the readers have approved the thesis or dissertation *as is*, and signed the title pages of all required copies, and after the GTU Reference Librarian has approved the format and paper, submit the following items **to the JST Assistant Academic Dean in the Academic Dean's Office**. Each copy of the thesis/dissertation should be in a separate box or envelope:
 - The required number of thesis/dissertation copies (see above)
 - African Theses/Dissertations: A PDF copy on a CD or memory stick (see below)
 - All three (3) of the required submission forms (see above)
 - A check for the thesis binding fee (see below).
 6. **Thesis Binding Fee** of **\$45.00** is due at the time the thesis is submitted to the JST Academic Dean's Office. The check should be made payable to the "JST," and submitted **to the JST Academic Dean's Office** along with the required thesis/dissertation copies and the signed GTU and SCU library approval forms (see above).

7. **Thesis filing deadlines:**

- Spring graduates: the first Monday in May
- Fall graduates: the date of the late registration deadline for Fall Semester registration

* **Theses and Dissertations on Africa: Additional PDF Copies:** In **addition** to the paper copies described above, ThM, STL and STD students who write a thesis or dissertation focusing on Africa should also submit their thesis/dissertation to the JST Assistant Academic Dean in **PDF format** as follows: (1) **Email it to the Assistant Dean it as an attachment**, and (2) **save it on a CD or memory stick** and submit it with the paper copies. The PDF file will be forwarded to one of the Jesuit African theologates, in Nairobi or Abidjan. If you have a preference, please specify to which theologate we should send it.

Hekima College Jesuit School of Theology P. O. Box 21215, Ngong Rd Nairobi 00505 Kenya	Institut de Théologie de la Compagnie de Jésus Cocody Les Deux Plateaux 27 BP 884 Abidjan 27 Côte d'Ivoire
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Revised 08/26/2010

Jesuit School of Theology
M.T.S. Synthesis Paper and M.T.S. and Th.M. Project Submission Guidelines

These Guidelines are for use by JST MTS and ThM project students. Please also see additional program information in the degree Guidelines for each academic program.

Students doing an MTS synthesis paper or ThM *Project* need not have them approved by the GTU Library. These will be kept on file at JST, not at the GTU or SCU Libraries. JST needs only **one** copy of the final ThM Project or MTS synthesis paper, and that copy must be bound according to the following guidelines. However, the students must follow the same physical format guidelines used by all thesis and dissertation degree students.

MTS Paper and MTS and ThM Project Submission: Submit *one* copy of the final, corrected, approved and signed synthesis paper or project to the JST Assistant Academic Dean in the Academic Dean's Office. That copy should be bound. “Velo” or comb binding with a clear plastic cover is recommended.

Revised 08/26/2010

**FORM FOR TITLE PAGE OF THESIS, DISSERTATION, PROJECT, SYNTHESIS PAPER, or
EXTENDED RESEARCH PAPER**

-----*(Title in CAPS)*-----

A (*dissertation, thesis, project, synthesis paper, or extended research paper*) by

-----*(Your Name)*-----

presented to

The Faculty of the

Jesuit School of Theology

of Santa Clara University

in partial fulfillment of the

requirements for the degree of

-----*(Degree)*-----

Berkeley, California

---*(month & year of filing)*---

Committee Signatures

(Type first and last name below line), Director Date

(Type first and last name below line), Reader Date

IF THERE IS A THIRD READER (Type first and last name below line), Reader Date

TH.M. PROJECT GUIDELINES

Nature of the Project: The project should integrate academic study done in course work with pastoral practice. Due to the diversity of pastoral situations, it is difficult to spell out in advance what form this will take in every case.

1. The knowledge displayed and the methods employed in the execution of any project should be equivalent to what is expected for any Advanced Masters thesis.
2. Once the written component of the project is received, the committee will determine whether an oral examination (not to exceed an hour) is advisable. In some cases the proposal for the project (cf. #4 above) may indicate the advisability of such an examination in advance.
3. Faculty will not be expected to be available in the summer for consultation on the project.
4. The completed project will be accompanied by written materials, the nature and length to be determined by the committee.

Instructions for Filing the Th.M. Project: The project should be done in accordance with Library specifications (see the guidelines on Physical Format, following). Students doing the Th.M. *project* are expected to file *one* copy of the final, corrected, approved and signed project with the JST Academic Dean's Office. That copy should be bound. "Velo" or comb binding with a clear plastic cover is recommended. The Th.M. project will be kept on file at JST.

APPENDICES

Worksheet

Petition to Upgrade 2000 or 3000 Level Course to the Advanced Level

Proposal for Th.M. Thesis or Project Form

Thesis/Project Grade Report Form

Approval of Thesis/Dissertation Format by the GTU Library form

Santa Clara University Graduate Thesis Submission form

Santa Clara University Graduate Thesis Publication form



Jesuit School of Theology
 1735 LeRoy Avenue, Berkeley, CA 94709
 Phone: (510) 549-5000; Fax: (510) 841-8536

Th.M. WORKSHEET

Student's Name _____
 Date _____

[This worksheet is intended to assist you in determining your progress in the Th.M. program. Official petition forms, proposal form, etc., can be found in the Guidelines packet.]

Course work: ThM 18 semester units

Course number & title

_____	Units_____	Grade_____
_____	Units_____	Grade_____
_____	Units_____	Grade_____
_____	Units_____	Grade_____
_____	Units_____	Grade_____
_____	Units_____	Grade_____
_____	Units_____	Grade_____
_____	Units_____	Grade_____
-----	Units_____	Grade_____
-----	Units_____	Grade_____

[Have you petitioned to upgrade all classes below 4000 level?]

- Thesis/project registration: ____ MA 5000 for 6 units
- Proposal form (including courses, committee signature, description)
- Grade Report sheets (give one to each reader along with a copy of the thesis/project)
- Submit corrected, fully-signed thesis (2 library-ready copies) or project (1 copy) to JSTB Academic Dean's Office
- Fees: Graduation fee
 Thesis fee (not for ThM projects)

Please see the degree guidelines and catalog for additional information.

08/20/2009

STUDENT'S NAME: _____



Jesuit School of Theology
1735 LeRoy Avenue, Berkeley, CA 94709
Phone: (510) 549-5000
Fax: (510) 841-8536

**PETITION TO UPGRADE 2000 OR 3000 LEVEL COURSE
TO THE ADVANCED LEVEL**

Students in a JST Th.M., S.T.L. or S.T.D. program are normally expected to register for courses which are at the 4000 level or above. The purpose of this recommendation is that the student should sign up for courses which genuinely prepare her/him for the research and writing involved in a thesis or project. Thus, the course should involve an extended (at least fifteen pages) research term paper (or reflection paper for Th.M. students in the pastoral track).

In order to upgrade a 2000 or 3000 level course to an advanced level, you should make an arrangement with the professor to do either the reflection or research term paper as described above.

DESCRIPTION (Describe the arrangements which have been made to upgrade the course):

COURSE #: _____ SEMESTER/YEAR: _____

TEACHER'S NAME & SCHOOL: _____

NOTE: This course level upgrade will not change the course number on the student's academic records. However, by signing this form, the JST Academic Dean agrees to accept this course as an advanced level course for the student's JST degree program. This upgrade applies solely to JST-only degrees. Students requiring a level upgrade for the GTU MA program, for example, must upgrade courses by converting them to Special Reading Courses, using the standard paperwork.

Signature of Professor: _____

Signature of Student: _____

Approval of JSTB Academic Dean: _____

08/21/2009



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**PROPOSAL FOR
 TH.M. THESIS OR PROJECT**

NAME OF STUDENT _____

TITLE OF THESIS/PROJECT _____

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COURSES TAKEN FOR DEGREE:	<u>Course #Course Title</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____

READERS' **SIGNATURES:**

Thesis/Project Director _____

Reader _____

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DESCRIPTION (This description should include a brief statement of the questions you are attempting to answer, how you intend to go about it, the methodology, and an indication of the availability of sources. Use the reverse side or attachments if necessary. For information about Th.M. project requirements, see the project guidelines.)

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GRADE REPORT FORM

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Please check one of the following:

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