



Doctorate in Sacred Theology

PROGRAM HANDBOOK

2026-2027



Santa Clara
Jesuit School of Theology

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

JST-SCU is a premier Jesuit theology center and the graduate school of theology of Santa Clara University that forms women and men from across the world to lead and minister in the 21st-century global synodal Church. We bridge rigorous academic contextual theology with lived realities of faith and equip lay and religious students with synodal tools of spirituality, discernment, dialogue, and collaboration to make a difference in the world. In keeping with our [strategic priorities](#), students and faculty from across the globe converge at JST-SCU to engage in its academically rigorous, socially engaged, contextually diverse, and spiritually vibrant community.

JSTSCU is also an ecclesiastical faculty accredited and approved by the Vatican Dicastery for Culture and Education to prepare Jesuits, lay men and women, religious women and men, and diocesan priests for vocation, ministry, service, and career in the Church, society, and academy. With a current student body from 40 countries, our global community benefits from the wisdom of one another's experiences in preparation for ministry leadership and service to the Church and the world.

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

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

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

JST-SCU's small size allows our world-renowned faculty to personally engage our students in the highest quality of academic excellence. The Jesuit Community at JST offers an intercultural experience of friendship in the Lord that provides a conducive environment for those in formation. We are deeply committed to preparing Jesuits and ministers for service in a global, synodal Church. A strong academic and ministerial formation is key to what the Society of Jesus can offer our Church and world in the second quarter of the 21st century.



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

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

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

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

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

Welcome to JST-SCU!

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

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STD Program Worksheet, STD Specific Forms, and Registration Related Forms are all available on the [Office of the Registrar page](#) under “Forms.”

I. Program Guidelines

Overview

The Doctorate in Sacred Theology (STD) is the highest Roman Catholic ecclesiastical degree in advanced theological study granted by the Jesuit School of Theology (JST) by virtue of its status as a pontifical faculty. The STD is intended to further students' theological expertise in preparation for scholarly careers in service to the Church. 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 a faith that does justice. It enables students to understand the interplay between faith and culture, preparing them to address theological and pastoral issues that emerge in diverse cultural contexts. The STD is the third cycle in the program of ecclesiastical degrees (*Veritatis Gaudium*, part VII, articles 47-50), intended to complete the scientific theological formation, especially through the writing of a doctoral dissertation.

JST offers the STD in the following broad disciplinary areas:

- Biblical Studies (Old and New Testaments)
- Theological Ethics (Christian Ethics; Moral Theology)
- Historical and Systematic Theology (including History of Christianity)
- Practical Theology (Missiology; Liturgical Studies; Christian Spirituality; Pastoral Theology)

Student progress through the STD program is guided by the student's academic advisor, who is usually also the dissertation director, and the STD Program Director. Students are encouraged to meet regularly with their academic advisor / dissertation director to ensure the student is making satisfactory progress toward completing the program.

Goals and Objectives

Institutional Learning Goals

1. Students will gain a broad foundation in Christian theology, with a focus on the Roman Catholic tradition.
2. Students will demonstrate a critically-informed approach to faith that promotes social justice for the common good, especially for the benefit of those in greatest need.
3. Students will recognize the interplay between faith and culture in addressing issues that emerge in diverse cultural contexts.

STD Student Learning Outcomes

1. STD students will acquire a depth of knowledge, practical skills, and strong preparation for research and teaching within a particular area of concentration, and hone these in preparation for scholarly careers in service to the Church.
2. The STD is the third cycle in the program of ecclesiastical degrees (*Veritatis Gaudium*, part VII, articles 47-50), intended to complete the scientific theological formation, especially through the writing of a doctoral dissertation, which demonstrates original and independent research and that represents advanced scholarly achievement.

Admission to the STD Program

To complete the application to the STD program, applicants must:

- Submit a completed application, which is generally submitted online through the [JST admission site](#).
- Submit a statement of purpose designating the intended field of concentration and stating reasons for choosing the program as well as how the STD will support subsequent career plans.
- Submit an official transcript documenting an earned Licentiate in Sacred Scripture (SSL) or Licentiate in Sacred Theology (STL). A Grade Point Average (GPA) not less than 3.7 in the SSL or STL is a prerequisite for admission.
- Arrange for two letters of recommendation, preferably from a recent professor or instructor, which address the applicant's academic qualifications for the STD.
- Provide evidence of proficiency in (1) Latin; (2) one modern language (other than the student's first language) which is suitable for theological research in the intended area of study; and (3) for Biblical Studies applicants, one Biblical language (Greek or Hebrew). A transcript documenting coursework or a language translation exam is generally sufficient. See the [Registrar page](#) for Language Certification form for additional information.
- Submit one major research paper from the SSL or STL program, which demonstrates the applicant's research and writing abilities.
- Students whose first language is not English must submit TOEFL (Test of English as a Foreign Language) scores, including scores for the reading, writing, and speaking portions of the examination. Applicants who have successfully completed a degree program where English is the medium of instruction may petition for a waiver of the TOEFL exam.

Preference for admission will be given to applicants from Africa, Asia and Latin America. Applications from persons from other regions of the world are welcome and will be given serious consideration. Students accepted into the STD program may defer matriculation for one year without being required to re-apply.

Successful applicants to the STD program will generally not be awarded advanced standing for units earned at other institutions.

Degree Requirements

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

1. Complete the term of residency which is generally two years of full-time enrollment at JST, inclusive of completing the STD comprehensive examinations.
2. Complete all degree requirements within four calendar years from the date of initial registration in the program.
3. Complete a diagnostic interview during the first semester of study. The interview, which the student should arrange, will be conducted by the academic advisor / dissertation director and should cover topics such as future professional aspirations, academic and disciplinary strengths and weaknesses coming into the program, coursework, needed languages, possible dissertation topic and potential committee members, and projected timeline. The advisor should write a summary report letter and send it to the Program Director, Registrar, and student for their files.
4. Complete 12 semester units of academic coursework (four three-unit courses or seminars) in the area of specialization or related topics, beyond the STL, during the first year of STD studies.
 - If the student has an STL thesis in an area not related to the STD dissertation, they may be required to do additional relevant coursework.
 - Students in the Spirituality concentration must complete five courses.
 - Courses should normally be at the 4000- level and above or its equivalent (i.e., an upgraded SRC-8888 course). Students may opt for a Special Reading Course (SRC-9999) as appropriate. See the [Registrar page](#) for Course Upgrade and Special Reading Course forms.
5. Engage in pastoral work for the duration of their program and enroll in FE-4401 Research Practicum each semester. All students will participate in a ministry placement each semester. International students in F-1 status must complete a [Curricular Practical Training](#) Cooperative Agreement. FE-4401 provides a forum for theological reflection on this practical experience, as students deepen their understanding of how faith is inculturated in real-world contexts and how culture shapes one's approach to ministry and theology. The course also supports and guides students through the research and writing process as they move towards completion of their dissertation.
6. Demonstrate proficiency in one additional foreign language (other than English and other than the language proficiency achieved for the STL). See the [Registrar page](#) for Language Certification form.
 - Required languages must be approved by the academic advisor and the dissertation director. Languages are normally drawn from primary / secondary

sources that are used for scholarly research in theology and religious studies. Other languages may be considered if relevant to the dissertation research.

- Language proficiency is demonstrated by one of the following:
 - Passing a written language proficiency exam offered by the GTU, by the University of California (Berkeley), or by JST;
 - Four semesters of undergraduate language study with a grade not less than B in the final semester;
 - One semester of full-time graduate study in a foreign university in which the language of certification was used for instruction and written work, and for which the student earned the equivalent of a B grade;
 - Or, in certain cases, orally.
 - Students must complete all language requirements prior to submitting the dissertation proposal.
7. Students in all degree programs must maintain a 3.0 (B) 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 JST degree programs. Except for the Research Practicum (FE-4401), students in the STD program are not permitted to take courses as Pass / No Pass. However, students may petition the Associate Dean for permission to take a course as Pass / No Pass on an individual basis. See [Academic Policies and Procedures](#) for additional information on grades.
 8. Students are normally expected to take the comprehensive examinations unless they are waived due to previous completion as part of an SSL or STL program. The decision will be made on a case-by-case basis. In the semester in which they take comprehensive examinations, students must register for six units of STD-6600 Comprehensives. Students will not be allowed to submit a dissertation proposal unless they have completed their comprehensive examinations.
 9. Register for at least six units of STD-6601 Dissertation Preparation.

Timelines

1. Year 1 should concentrate on coursework, research readiness, and language preparation. During this year, the student will gain deeper knowledge in the selected area of specialization, gain greater familiarity with JST / GTU faculty who may serve on the Comprehensive Examinations and / or Dissertation Committees, as well as develop the required mastery in scholarly research and writing.
2. Year 2 should focus primarily on comprehensive examinations and taking additional coursework as appropriate. Through the comprehensive examinations, normally taken in the third or fourth semester, the student demonstrates a deep knowledge and integration of both the general area of the field of study as well as the mastery of the pertinent literature in the area of specialization, which will be further developed in the

dissertation. The research readiness must be completed by the summer of the second year. The student may also begin working on the dissertation proposal during the second year.

3. By Year 3, the student should complete the dissertation proposal. Once the proposal is approved by JST, the student's status is changed to "STD candidate," and the student can start writing the dissertation. Students must complete all language requirements prior to submitting the dissertation proposal.
4. In Year 4, the student should complete the dissertation and successfully defend it. The student concentrates on the research, writing, and revision of the dissertation itself, in close contact with the dissertation director and the other members of the dissertation committee.
5. If the dissertation is not completed and defended in the fourth year, the dissertation must be completed in Year 5.

Faculty Roles to Advise Students

Faculty members play a number of roles for students in addition to teaching.

Academic Advisor: All students have an academic advisor. Faculty advisors must be permanent faculty (i.e., tenured, tenure-track, senior lecturer or lecturer). Generally, the academic advisor is in the student's area of concentration. The student should meet with the academic advisor during each registration period (i.e., early registration and regular). The academic advisor will help the student select classes to meet degree requirements, set up SRCs, and consult with the student in case of academic questions and difficulties (i.e., incompletes, accommodations, or leaves of absence). The academic advisor is the first faculty member the student should consult on any academic matter.

Dissertation Director: This faculty member guides the STD student during the completion of the dissertation. This faculty member also guides the student during preparation for doctoral comprehensive examinations. The dissertation director must be qualified with academic expertise in the student's concentration area. This expertise will be complemented by readers' expertise when the thesis readers are selected. Very often the dissertation director is also the academic advisor, but not always. The dissertation director is responsible for ensuring the student is progressing toward completion of the project and, in consultation with the readers, determining if the student's dissertation meets the requirements for earning the degree. The dissertation director will consult with the STD Program Director and then the Associate Dean when necessary about a student's work and progress toward the degree.

Initial Academic Advisor: Students are assigned an initial academic advisor during the application process. All applications for the STD program are reviewed by the Assistant Dean of Enrollment, the STD Program Director, the potential academic advisor, the Associate Dean and

the Dean. During the admission process, the STD Program Director invites one or more faculty members in the applicant's area of interest to consider working with the student as the initial academic advisor and potentially, but not necessarily, as the dissertation director. The Associate Dean assigns the academic advisor and the Dean makes the final determination of admission based on input from all reviewers.

Changing Advisors

Changing the Academic Advisor: For reasons of personality, expertise or availability, students sometimes need to change advisors. This begins as an informal process where the student consults the current academic advisor, other faculty members who might serve as academic advisor, and the Program Director. If everyone is in agreement, the student will email the Associate Dean a request to change advisors, copying the current advisor, the new advisor, and the Program Director. If there is some uncertainty or difficulty consulting with the current advisor, students should consult with the Program Director who can help the student identify a new advisor. Changes will be shared with the Registrar who tracks academic advisors.

Changing the Comprehensive Examinations / Dissertation Director: If a student is experiencing difficulty working with a current dissertation director, the student should first consult directly with the dissertation director to discuss difficulties. The STD Program Director is available to help negotiate difficult conversations and suggest paths forward. If it is not possible for the student and the dissertation director to continue working together because of content developments, availability, or interpersonal matters, the student should work first with the Program Director to identify a suitable director. Then the Program Director should make a formal recommendation to the Associate Dean to change the dissertation director, which is usually honored.

Temporary Advisor Changes: When a dissertation director or an academic advisor is on leave, it is the advisor's responsibility to help the student make preliminary selections for courses for one or two semesters in advance. In general, the student and academic advisor / dissertation director will arrange plans on how to proceed during the leave of absence. If necessary, it is the responsibility of the advisor / director to help the student identify a substitute academic advisor and notify the STD Program Director about the arrangement.

Continuing Registration

STD students are considered to be in continuing registration after four semesters of full-time registration in the STD program. Continuing registration students will be required to register for nine units of STD-6605 and pay the continuing registration fee in order to maintain their full-time student status.

Students must file their dissertation by the filing deadline for their intended graduation semester in order to avoid having to pay tuition for an additional semester. See [Academic Policies and Procedures](#) for additional information on continuing registration.

Satisfactory Academic Progress While In Continuing Registration Status

In general, satisfactory academic progress for STD students is governed by [Academic Policies and Procedures](#). The following policy pertains only to students who are in continuing registration status.

While a student is in continuing registration status for the STD program, the STD Program Director, in consultation with the academic advisor / dissertation director, will review whether the student is making satisfactory academic progress during each semester. This determination will be based on: (a) the frequency and quality of contact between the student and the advisor / dissertation director, and (b) the student's progress in coursework, comprehensive examinations, or research and writing of the dissertation.

If the student is not making satisfactory academic progress, they will be placed on academic probation. Students on academic probation are not eligible for institutional aid from the school.

Students who are on academic probation will be permitted to enroll in one additional semester of continuing registration in order to make progress toward their degree. If any student does not make satisfactory progress during the semester on academic probation, the Associate Dean will consult with the student's director to determine whether to dismiss the student for academic reasons or to continue the student and on what terms. The student, the STD Program Director, and the Registrar will be informed of the outcome of the determination.

Graduation

JST has two graduation dates each academic year:

- May – for students who finish during the fall semester or by the spring May deadline
- September / October – for students who finish in late May through the summer

Note regarding Commencement Ceremony: The only students permitted to “walk” in the commencement ceremony in May are those who have finished or will finish all requirements for their degree before or during the spring term.

II. STD Comprehensive Examinations and Dissertation Requirements

Comprehensive Examinations Requirements

STD students should consult with their academic advisor to determine when they are ready to take the comprehensive examinations. The examinations must be completed before the student can submit a dissertation proposal. The general procedures for comprehensive examinations are as follows:

1. The student must register for six units of STD-6600 Comprehensives for the semester in which they take comprehensive examinations.
2. The academic advisor manages the coordination and administration of the STD comprehensive examinations for the student.
3. The student's academic advisor, who is in the area of concentration, oversees the preparation of the relevant bibliographies for the comprehensive examinations. In addition, the advisor consults with the student about the procedures and preparation for the examinations, and attends to the student's particular interests and the theologians most relevant to the student's work.
4. Comprehensive examinations are administered by an exam board of at least two faculty members which includes the academic advisor and another faculty member in the student's area, suggested by the STD Program Director, with assistance from the Associate Dean's Office. If necessary, a third examiner from another area or school may be appointed. The exam board is responsible for writing the exam questions, and the office of the Associate Dean will help proctor them.
5. The written comprehensive examinations occur over the course of two days. Though there are different formats according to the specific field, in general, the examination on the first day addresses the overall subject area(s), covering methodology, issues, authors, and concerns of the concentration field. The examination on the second day is more specific to the student's areas of focus and background for the dissertation. Students generally have three hours per day to write. Students whose native language is not English may petition for an extension of time to 4.5 hours per day.
6. A one-hour oral comprehensive examination is required in all circumstances. During the oral examination, the readers incorporate the content of both written examinations. Time permitting, relevant aspects for focusing the dissertation topic may be included.

7. The two possible grades for the comprehensive examinations are pass and no pass, as determined by the exam board. The academic advisor is responsible for communicating the results of the comprehensive examinations to the Registrar and the student.
8. If a student does not pass the comprehensive examinations, one further attempt may be undertaken, but no sooner than 90 days after the first written examination.

Dissertation Requirements

This section describes in greater detail the process and requirements for completing the dissertation for the STD program. The major steps are the demonstration of research readiness, the formation of the dissertation committee, the submission of the proposal, the completion and defense of the dissertation, and the final submission of the dissertation to JST, SCU and the GTU.

Research Readiness

To ensure that the student receives concrete, constructive feedback early in the STD program, a Research Readiness Review of each student is conducted, generally at the beginning of the third semester of enrollment. The process is conducted as follows:

1. At the beginning of the semester, the STD Program Director will notify students who must complete the Research Readiness Review. The Program Director will instruct such students to arrange an appointment with their academic advisor.
2. The student should request that professors from two courses each submit an evaluation of a paper of at least 20 pages completed in the professors' respective courses.

Students who earned the STL at JST need to submit only one form to be completed by a faculty member (other than the faculty member who directed the student's STL thesis / paper). Students who completed the STL at another institution may, with the academic advisor's approval, submit the STL thesis for Research Readiness Review by a JST faculty member, and submit one other paper for review.

3. Using the [Research Readiness Form](#), faculty members will evaluate the student's paper and forward the completed form to the student's academic advisor. The academic advisor, in conjunction with one other faculty member, evaluates the review materials with particular attention given to identifying strengths and weaknesses, and offers suggestions for addressing the weaknesses and promoting the strengths. The academic advisor will communicate the substance of this evaluation to the student in writing and to the STD Program Director.

4. The Research Readiness forms, the graded papers provided by the student, and the academic advisor's evaluation become part of the student's research readiness file, which is maintained in the JST Registrar's Office. The academic advisor is responsible for gathering and submitting the materials.
5. Successful completion of this Research Readiness Review is required before the student submits the dissertation proposal.

Forming the Committee

The STD dissertation will be directed by a committee of three scholars, the chair of which must ordinarily be a member of the JST full-time permanent faculty who will serve as the dissertation director.

Working with the dissertation director, the student will choose two other committee members who have expertise in the proposal subject matter, at least one of whom is also a full-time JST faculty member. The third reader may be from JST, or from an accredited university or graduate theological school other than JST.

With approval from the dissertation director, the student may request approval from the Associate Dean for other qualified readers, submitting a curriculum vitae of the additional reader(s) with this petition.

Dissertation Proposal

All students must submit a dissertation proposal before commencing work on the dissertation. See the [Registrar page](#) for Dissertation Proposal form.

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

1. **Title Page:** The title page should include the student's name, proposed title of the dissertation, the names of the dissertation director and readers, and the date the proposal is being submitted. The names of the director and readers may only appear if they have read and given their approval to the proposal in its present form.
2. **Introduction:** Introduce the topic and why / how you became interested in it.
3. **Scope and Nature:** Situate the topic in the field of discourse in which it is located, give its context / background (internal boundaries); indicate the history of this topic in prior literature (i.e., to what conversation are you trying to make a contribution?). Indicate

the limits of your work, namely, things that will not be covered that might be expected (external boundaries).

4. **Thesis Statement:** In one or two sentences, state what the work will attempt to demonstrate or accomplish; that is, if not accomplished, the project changes drastically. In other words, indicate the question (i.e., a gap, a problem, a puzzle to be solved) that your dissertation will attempt to answer. Then state the claim you will defend, using your argument / thesis as an answer to the question.
5. **Methodology:** Explain the theoretical frameworks and specific methodological tools that will be used for research and / or analysis. This is not a question about how the text / research will be organized.
6. **Significance:** Discuss the significance of the work within the discipline, and possibly for other communities (i.e., religious, local, political, national, etc.) and / or possibly for the scholar. That is, why is this work important? What difference will it make and to whom?
7. **Chapter Outline:** Give a clear indication of what each chapter of the thesis will include. The chapter outline must comply with the spacing requirements of the proposal (i.e., that it is double- and not single-spaced text).
8. **Short Bibliography:** In addition to the five to seven page proposal, the student must include a short bibliography (no more than four to six pages) consisting of the most significant works / materials that will be used in the research / work, preferably arranged by topical heading. Students should include references in languages other than English when appropriate.

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

A yearly appointed committee of three faculty members, one being the STD Program Director, will be assigned to review and approve each dissertation proposal after it has been approved by the dissertation director and the readers on the committee. The Dean will appoint faculty members to serve on this committee. This committee will review proposals and determine whether to approve, reject, or recommend a revised proposal, providing brief feedback to the student via the dissertation director. The faculty approval committee should use the STD Dissertation Proposal Review Form on the [Registrar page](#).

The dissertation director will inform the Registrar when a proposal receives approval, ensuring that the [Dissertation Proposal Approval form](#) is signed and submitted.

Writing and Defending the Dissertation

Length and Formatting: The STD dissertation should be between 60,000 to 80,000 words in length, including notes, bibliography and appendices.

The STD dissertation should be formatted in accordance with library specifications, using the most recent edition of *Manual for Writers of Term Papers, Theses and Dissertations*, by Kate Turabian. For style, formatting, copies and other requirements for submission of the STD dissertation, please see the [GTU Guidelines](#) and the [Registrar page](#) for forms related to submission of thesis to SCU and GTU libraries.

Committee Review of Chapters: The student must submit all completed chapters for review to the dissertation director before circulating them to members of the dissertation committee. Some readers will prefer to see the entire first draft when it is ready. Others, with the approval of the director, will opt to read the dissertation chapter by chapter.

Registration during Dissertation work: During dissertation work, students must register for at least six units of STD-6601. The student will continue to register in STD-6601 thereafter, with sufficient units to remain full-time, until they enter Continuing Registration status.

Scheduling the Defense: When the dissertation director deems the dissertation ready for oral defense, the director will seek agreement from all committee members that the dissertation is defensible in their professional academic judgment before directing the student to schedule the defense.

Upon receiving approval to defend the dissertation, it is the student's responsibility, under the supervision of the director, to schedule the defense on the JST campus. The defense is generally scheduled for two hours at a date agreed upon by all the members. At least two of the three readers must be present in person. The third reader may be present by means of a video conference call.

The defense must be scheduled at least three weeks prior to the proposed defense date. Students must work with the Academic Operations Associate to schedule a room at JST, submit an abstract, and make provisions for publicizing the event in a public manner.

Oral Defense, Grading, and Honors: The student will defend the dissertation in a session with the committee, open to the academic community of JST and GTU faculty and students.

The grade will be communicated to the student after the defense.

The granting of honors (if any) will be considered after the dissertation is satisfactorily defended as determined by the dissertation committee. The decision to confer honors must be agreed unanimously by the whole committee, based on the quality and creativity of the written work and the quality of performance at the oral defense, and not taking into account

the student's GPA. The committee will not announce publicly at the dissertation defense whether or not the candidate has been awarded honors. The STD Program Director will inform the student of the committee's deliberation privately via e-mail, copying the Registrar on the notification.

The STD dissertation may be awarded honors as follows:

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

After passing the defense, the student will have an opportunity to give a public lecture on their dissertation in an event organized by JST to share the fruit of their scholarship to the public.

Oral Defense Process

The oral defense will be conducted as follows:

1. At the beginning of the defense, the student will have between 15 to 20 minutes to explain the content of the dissertation to the assembled group.
2. The committee will have appropriate time to question the student both individually and as a group.
3. Once the committee has finished its own questioning, the chair of the committee may invite questions from the audience. This public question period should not last more than about 10 minutes.
4. Once the public questioning is completed, the committee will go to another room and meet privately for post-defense deliberations. During this deliberation, the committee determines the following matters:
 - a. Whether the student demonstrates that s/he has met the standard of a doctoral dissertation both in written work and oral performance. Each member of the committee completes a separate [grade report form](#).
 - b. Whether revisions must be made in the written dissertation. It is the dissertation director's responsibility to follow up with the student regarding revisions. Major revisions to the dissertation must be approved by the whole committee before the final submission. Minor revisions need to be approved by the director only.

- c. Whether to award honors to the dissertation. See the [Registrar page](#) for the Dissertation Oral Grade Report form.
5. During the post-defense meeting, the dissertation director will ensure that all appropriate forms are completed and signed (i.e., the STD grade report and honors forms). The director will collect the forms and submit them to the registrar.
6. After their deliberations, the dissertation committee reconvenes the oral defense. The director will publicly announce whether the student has passed the defense or not.
7. The defense is ended, ideally within two hours of the scheduled time.

Style Guidelines for Dissertation

Turabian is the writing style for GTU theses and dissertations (i.e., the most recent edition of *Manual for Writers of Term Papers, Theses and Dissertations*, by Kate Turabian). Approval of style is the responsibility of the candidate's director. For style, formatting, copies and other requirements for submission of the STD dissertation, please see the [GTU Guidelines](#) and [forms related to submission of thesis to SCU and GTU libraries](#).

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.

Margins: 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 (When a hard copy of the dissertation is bound, the left-hand margin will fall into a gutter; for this reason the left margin is larger than the others.)

Top, right, and bottom: 1 inch

Page numbers: Page numbers must be at least 1/2 inch from edge from the edge of the page.

Filing of the Dissertation

STD dissertations must be defended, graded, corrected, signed, approved by the GTU Library, and submitted to the Registrar with all fees paid by the first Monday in May for spring graduation.

The final, graded, corrected, and signed original of the dissertation and one copy, also with original signatures, must be submitted to the JST Registrar's Office. All JST-SCU degree candidates who must submit a thesis for their program must submit two archival quality copies of their thesis (for the GTU library), and one additional copy (for SCU) in electronic PDF format to the JST Registrar's Office. For those students writing theses focusing on matters pertaining to African nations, the electronic PDF format copy will also be sent to the two Jesuit African theologates by the Registrar.

After all of the readers have approved the dissertation and the GTU Reference Librarian has approved the dissertation format and paper, then the original and one copy of the dissertation (both with original signatures) must be submitted to the JST Registrar's Office. These will become the bound copies to be kept in the GTU Library. Do not bind the thesis yourself. A Thesis Binding Fee will be charged to the student's account in the semester of graduation.

Dissertation Filing Deadlines

- Spring graduates: The filing deadline is the first Monday in May.
- September / October graduates: The filing deadline is the final day of the fall add / drop period.
- Fall registrants completing before the spring semester: The filing deadline is the final day of the spring add / drop period. These students will receive their degree in May.

STD Program Worksheet, STD Specific Forms, and Registration Related Forms are all available on the [Office of the Registrar page](#) under "Forms."