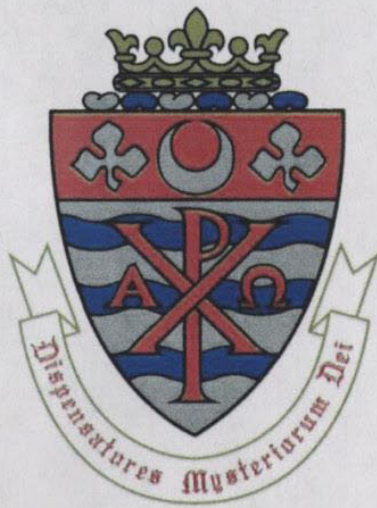


ACADEMIC HANDBOOK



Immaculate Conception Seminary

School of Theology

Seton Hall University

South Orange, New Jersey

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I. STATEMENT OF PURPOSE AND SCOPE

The information, policies, and procedures elaborated in this handbook complement and supplement whatever is contained in the current Graduate Catalogue of Seton Hall University and its current Student Handbook. This handbook is not intended to be comprehensive in scope.

II. BASIC POLICIES

- A. Advanced degrees are not awarded automatically upon completion of a required number of courses or credits. Such degrees are awarded for demonstrated achievement in scholarship. A cumulative graduate Grade Point Average of 3.0 is required for graduate degree eligibility.

B. Classes

Classes are to be held according to the posted schedule in the assigned rooms as established by the Registrar's Office of Seton Hall University.

Requests for change in time or place must be made to the Office of the Associate Dean for Seminary and Academic Studies.

The cancellation of any classes must be reported to the Office of the Associate Dean for Seminary and Academic Studies.

C. Syllabi

Syllabi are to be distributed no later than the second meeting of the class. A copy of each syllabus is to be filed electronically each semester in the Office of the Associate Dean for Seminary and Academic Studies. This should be done by the end of the first month of classes.

D. Examinations

Students are expected to present themselves for examinations as scheduled.

E. Grading

Instructors shall submit grades electronically to the Registrar's Office of Seton Hall University forty-eight (48) hours after the final examination in a particular course.

The following system of grading is observed in conformance with Seton Hall University's graduate grading system:

A Superior

A-

B+

B Good

B-

C+

C Satisfactory

C-

D+

D Poor, but passing.

F Failure; no credit received without repetition of course.

I Incomplete: Indicates non-completion of assignment(s) or failure to take the examination for the course. Incompletes are granted only for significant extenuating circumstances, such as medical emergencies. The student must obtain written permission to receive an incomplete by submitting a Course Adjustment Form (See Appendix 1) to the instructor before the officially scheduled final examination. The instructor will indicate on this form the amount of time allowed for completion of this work, up to a maximum of twelve months or by the time the student has graduated (whichever comes first). If the missing course requirements are completed within this time period, the instructor must submit a new electronic Course Adjustment Form indicating the changed grade within ten working days. If a grade of "I" is not resolved within the allotted time, the grade will be changed automatically and permanently to "FI."

WD Withdrawal: Withdrawal from a class with written permission incurs no academic penalty. Appropriate forms must be submitted to the University's Office of Enrollment Services. Withdrawal will usually be allowed without the signature of

the instructor or an Associate Dean up to the end of the fourth week after the end of the add/drop period during fall and spring terms. Withdrawal will be made at University Enrollment Services by the individual student using a Course Adjustment Form. After the end of this initial period, withdrawals will require the signatures of the course instructor and the appropriate Associate Dean. Under normal circumstances, withdrawal will be allowed only through the Friday of the eighth week of each semester. Withdrawal after that date will be allowed by the Office of the Associate Dean only under exceptional circumstances and only if permitted by the Registrar of the University. A "WD" is not reversible; it is not counted in determining class standing, degree eligibility or grade point average. The Seminary School of Theology follows the same policy for tuition refund for courses from which a student withdraws as the rest of Seton Hall University.

- P All field education assignments, especially those required for a degree, are graded on a pass/fail basis.

Grade averages in the Seminary School of Theology are computed according to the same standards as the rest of Seton Hall University, that is:

One (1.0) quality point is assigned for each credit hour graded *D*, 1.33 points for each hour graded *D+*, 1.67 points for each hour graded *C-*, 2.0 points for each hour graded *C*, 2.33 points for each hour graded *C+*, 2.67 points for each hour graded *B-*, 3.0 points for each hour graded *B*, 3.33 points for each hour graded *B+*, 3.67 points for each hour graded *A-*, and 4.0 points for each hour graded *A*.

The grade average is determined by dividing the total number of quality points earned by the total number of credits earned in courses having graduate grades assigned to them. No grade points are assigned to courses graded on a pass/fail basis, and these are not included in the grade average.

In all questions of the computation of grade point average, the evaluation of the Registrar of Seton Hall University is definitive.

F. International Students

English as a Second Language: Students of foreign birth who do not have English as their native tongue are required to undergo language testing. The results of the tests will serve as a guide for course placement. This requirement is meant not only to assist students develop a comprehension of English for classes, but also to enable them to communicate with those whom they will serve.

1. The testing will be as developed and administered through the ESL program of Seton Hall University, in conjunction with the ESL coordinator of the Seminary School of Theology.

2. On the basis of test results, ESL needs will be determined, and the student will be assigned appropriate classes to meet the student's linguistic needs.
3. Only upon evaluation of the ESL program of Seton Hall University will the student be allowed to register for classes in theology.
4. An international student's language needs may be such as to warrant his or her spending an entire semester or year concentrating on English proficiency, without taking any theology classes.

In addition, the following rules apply with regard to all international applicants:

1. The student must submit evidence of adequate financing.
2. The student must subscribe to an approved health and accident insurance policy, if admitted.
3. No documents submitted as part of the application process will be returned, nor will any requests to duplicate documents be honored.

G. The Right of Access to Records

The Family Rights and Privacy Act of 1974 grants any current or former student the right to inspect or review educational files, records, or data that relate directly to him or her.

A student who wishes to inspect information or records may do so by writing to the office or department in which the record of interest is kept. Within 10 days of receipt of the written request, the office or department will notify the student as to the location of the record and the date and time when he or she may inspect it.

H. Standards of Scholarship

There are six general areas of study: Biblical Studies, Church History, Jewish-Christian Studies, Moral Theology, Pastoral Theology and Systematic Theology. If a student fails two courses in one or more of these areas in any semester, the student will be asked to withdraw from the Seminary School of Theology.

The student whose grade point average falls below 3.0 in graduate studies or 2.0 in undergraduate studies any semester will be placed on academic probation and are expected to correct the deficiency by the end of the following semester. If it is not corrected at the end of this period, the student will be liable to dismissal.

In addition to meeting stipulated academic requirements, a student in formation must demonstrate intellectual progress and general fitness for ministry before the faculty will recommend him for a ministerial degree.

I. Matriculation

Each student is matriculated in the program to which he or she has made application only when all application requirements as found in the catalogue have been met and only if he or she is deemed worthy of acceptance by the Academic Admissions Committee of the Seminary School of Theology. In such a case, the student will be sent a written offer of acceptance or admission.

Unless a non-matriculated student is in a certificate program (in which case no matriculation is required), he or she may not take courses in excess of 12 credits. When this limit has been reached, the student will not be permitted to register for any more courses until he or she achieves matriculation.

Seminarians are ordinarily obliged to complete all pre-theology requirements (philosophy, undergraduate theology, and classical languages) of the current edition of the "Program of Priestly Formation," prior to enrollment graduate courses. Non-seminarian students are obliged to complete all requirements detailed in the Graduate Catalogues of Seton Hall University and Immaculate Conception Seminary School of Theology prior to matriculation into graduate studies.

J. Advanced Standing

The student who has previously attended another accredited school of theology and received credits there may apply for transfer of these credits into his or her degree program at Immaculate Conception Seminary School of Theology, if and only if these courses fit the program requirements. (See Appendix 2)

1. Only courses from an accredited institution of higher learning will be considered for advanced standing.
2. Only graduate courses will be considered for advanced standing.
3. Only graduate courses of an equivalent (or higher) credit total will be considered for advanced standing.
4. Graduate courses in which the student earned a grade lower than a B will not be transferred.
5. All requests for advanced standing from schools of theology not located in the United States must be accompanied by an evaluation from a service approved by Seton Hall University.
6. Submission of course descriptions may be required in considering advanced

standing requests.

7. In all cases to accept or reject requests for advanced standing, the Associate Dean for Seminary and Academic Studies will make the final determination.

K. Registration

New students register prior to the start of the semester in which they are beginning their studies; these days are indicated in the annual academic calendar issued by the University. **Continuing** students register during the pre-registration periods as published in the aforementioned calendar and registration handbooks of Seton Hall University. **Senior Citizens** register in-person, at the time indicated by the University before the start of the semester in which they are beginning their studies.

All **matriculating** students are required to submit immunization records to University Health Services during the first semester of matriculation. Failure to do so will prevent registration.

The student registers in two steps. As a first and mandatory step, the student must meet in person with his or her advisor. At such meetings, the advisor will help the student choose required and elective courses. As a second step, the student registers for the chosen courses by taking his or her signed Registration Form (See Appendix 3) to University Enrollment Services or by using the registration function on the Seton Hall University web page. A "PIN" is required to do the latter, and it is obtained from one's advisor.

The Associate Deans serve as academic advisors to all students. Students are not permitted to register unless they have met for advisement with the appropriate Associate Dean. In cases when the Associate Dean who serves as a student's advisor is not available, another may assist him or her.

L. Class Attendance

Attendance is required at all scheduled class meetings; absences would occur only for the most serious of reasons. If a student anticipates his/her absence from a class meeting, the student should contact the instructor and ask permission to be absent. If the student is a resident seminarian, he also should obtain the permission of his mentor. If the student is a non-resident seminarian, he should obtain the permission of his ecclesiastical superior.

If the absence was not anticipated, as soon as it is possible the student should inform the instructor of his reason for the absence. If the student is a resident seminarian, he should also notify his mentor. If the student is a non-resident seminarian, he should notify his ecclesiastical superior.

Instructors should take attendance at every class meeting, and they should report any

unexcused absences, as well as frequent but excused absences, to the Office of the Associate Dean for Seminary and Academic Studies. The Associate Dean for Seminary and Academic Studies will pursue the absence(s) (1) with the individual student, in the case of a non-seminarian student; (2) with the student's mentor, in the case of a resident seminarian; and (3) with the student's ecclesiastical superior, in the case of a non-resident seminarian.

Instructors may require additional work of students who are absent.

M. Independent Study Courses

The offering of independent study courses depends on the availability and willingness of appropriate faculty members to offer them. Ordinarily, students may not take an independent study until they have already taken a substantial number of classroom courses. Permission for a graduate independent study course may be given or withheld by the chair of the department in which the course is offered as well as the Office of the Associate Deans. No student may take an independent study course unless it is approved by the Associate Dean who is the student's advisor. Immaculate Conception Seminary School of Theology has no obligation to offer any student independent study courses to meet the requirements of his or her degree.

To file for an independent study the student approaches first his or her advisor and then the recommended faculty member. If the faculty member is willing, he or she and the student jointly complete and sign the Application for Independent Study Form (See Appendix 4). The student then submits the same form to the chair of the appropriate department, who then forwards it to the Office of the Associate Dean for Seminary and Academic Studies.

This entire process must be completed no later than five days before the date of "late registration" or registration for new students, as this date is established by University Enrollment Services and found in the annual academic calendar published by the Office of the Registrar of Seton Hall University.

N. Change of Courses

The student may adjust his or her schedule during the regularly scheduled add-drop period, which usually concludes at the end of the first week of classes. Non-attendance at classes does not constitute a drop or withdrawal. Changes are effected in consultation with the Associate Dean who is the student's advisor and by using the registration function of the Seton Hall University web page or by completing and submitting an Add-Drop Form (or Adjustment to Schedule Form; see Appendix 5) to University Enrollment Services. To add a new course, students first must consult with – and obtain permission from – their advisor.

O. Adjustments to Program or Curriculum

The student may choose to change his or her area of concentration, but not all courses completed to this point may count towards completion of the newly chosen concentration or major. If the student wants or needs to substitute one required course for another in his or her chosen degree program, the student must first consult with his or her advisor and so obtain approval. To effect either a change of concentration or course substitution, the student must complete the Curriculum Adjustment Form (See Appendix 6), and the Associate Dean who is the student's advisor must approve the change.

P. Timely Completion of Degrees and Continuous Registration

From the semester of matriculation, the student has five years in which to complete all the requirements for his or her degree. The student who, for serious and legitimate reasons, is unable to complete the degree requirements within this time frame shall petition in writing the Educational Policy Committee (E.P.C.) of the Seminary School of Theology for an extension of time to complete the degree requirements. Petitions for extension of time must include (a) the reason for the extension and (b) a proposed time frame for completion of the remaining degree requirements.

From the semester of matriculation, the student shall be registered every fall and spring semester until he or she completes the degree. If for some compelling reason the student cannot register for courses in a given semester, he or she may, with the permission of his or her advisor, register for Registration Continuation. If the student need not register for courses because he or she is in the non-coursework phases of a degree (e.g., the thesis), he or she shall register for Thesis Continuation.

For students in formation for the priesthood, when formators prescribe a Novitiate, Pastoral, Spiritual Itinerant or Internship Experience as part of the student's formation program for priesthood, the student must register each semester for "Formation Internship" which is understood as a full-time experience and a part of the student's program. Pre-Theologians register for "Pre-Formation Internship." The five year completion period will be extended to allow for the Formation Internship experience.

Q. Lapsed Registration/Matriculation

Although all students are to complete their respective degree programs in no more than five years, various factors may cause students to cease registering and abandon studies for a period. Any degree student who has failed to register for five or more consecutive years will be re-admitted to degree status and be allowed to take courses applicable to his or degree only after successfully completing two courses that will finally not be counted towards the degree but will be considered additional to the courses needed for the degree.

This requirement may be changed in individual cases upon the recommendation of the Educational Policy Committee (E.P.C.) of the Seminary School of Theology.

R. Research Seminar and Graduate Research Seminar

These courses are held each semester. They consist of meetings in which new students are instructed on effective study habits, on the use of the libraries and their resources, on the manner of conducting theological research, and on the strategies and standards for composing research papers.

All students taking courses for credit, whether they be matriculated or not, shall within the first three semesters of attendance register also for the Research Seminar or Graduate Research Seminar. Failure to take this course shall be an impediment to continuing registration.

S. Research Papers

Research papers written for the School of Theology will follow the latest edition of the Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*. 8th Edition. Chicago: University of Chicago Press, 2013.

Proper English spelling and grammar are required in all written work submitted to instructors. Failure to observe this requirement will result in a lower grade.

T. Inclusive Language

As Christians called to witness to the fundamental equality and dignity of all people, the administration and faculty of the Seminary School of Theology are concerned to foster the use of inclusive language, when appropriate, in all of the School's academic endeavors.

U. Academic Integrity

Work submitted in courses must be the product of the efforts of the student presenting the work. Any contribution by others to the finished work must be properly acknowledged. The following policies are in effect at the Seminary School of Theology.

CHEATING: In the Seminary School of Theology, cheating is defined as consultation of books, notes, outlines, or other students during an examination, unless the instructor of the class has explicitly stated that such consultation is permitted. If the student has a question regarding the examination, the question is to be directed to the instructor only.

Sanctions for cheating: Cheating is prohibited in the Seminary School of Theology. The

sanction applied to the student found to be involved in such activity will result minimally in a failure of the test/examination, with the possibility of failure for the course. This sanction may extend to expulsion from the School. Any procedural issues raised will be referred to the Educational Policy Committee (E.P.C.) of Immaculate Conception Seminary School of Theology. If the sanction of expulsion is determined, the guidelines in the current edition of the Seton Hall University Student Handbook will be observed.

PLAGIARISM: The objective reality of plagiarism affects all sectors of academia, the Seminary School of Theology included, thus raising the need to protect the integrity and reputation of the educational program and institution.

In addition, the subjective dimension is of equal concern. That is, it must always be determined as well as possible in each case how much the individual student grasps the nature and seriousness of plagiarism. Students may come from backgrounds in which they have not formed sufficiently either a proper sense of individual responsibility and personal responsibility for academic work. This can be true of students from foreign cultures with different sensibilities of knowledge-sharing and native-born students who grew up in the internet culture.

Thus, the response of Immaculate Conception Seminary School of Theology cannot be limited to the punitive but should also be formative. The School's primary task being the student's development as a moral, responsible person, any response to plagiarism must address this concern while simultaneously preserving academic standards. With that in mind, input from the pertinent formation faculties or superiors about a student's character and vocational potential are essential to arriving at the conclusion of any case of plagiarism.

1. What Plagiarism Is

Plagiarism is any language that is not the student's, whether in direct quotation or in paraphrasing, and that is not attributed to its proper source. Such language need not be limited to material in print but may also be specific data or intellectual concepts derived from verbal communication or electronic media. These include:

- a. Failure to document with any material copied directly from other sources (e.g., with quotation marks, or other standard methods as indicated in Turabian).
- b. Failure to acknowledge paraphrased material (someone else's ideas)
- c. Failure to indicate sources in a bibliography and/or footnotes.
- d. Use of another's ideas as one's own for themes or compositions.

2. Why Plagiarism is a Serious Academic Offense and Morally Wrong

Plagiarism is a serious academic offense in any educational setting and institution. It constitutes the double offense of: intellectual theft of another's work and attempted fraud by passing off that other party's work as one's own.

For these reasons, plagiarism is a serious moral offense, too.

In addition, it causes the student to fail to learn the course material and impedes the professor's ability to assist the student to a proper understanding of the subject matter. Thus, plagiarism is a foolish act, as well. Within the context of theological studies at the Seminary School of Theology, the theft and fraud that plagiarism amounts to are utterly incompatible with the pursuit of knowing the object of those studies, i.e., the One Who is the Truth.

3. What Steps are Followed in Cases of Plagiarism

- a. The Course Professor
 - i. The course professor is the initial, principal authority for determining when a case of plagiarism has occurred.
 - ii. It also falls to the course professor to determine the gravity of the incident, i.e., whether it was occasioned by genuine ignorance or by knowing act, whether brief or lengthy, whether in direct quotation or in paraphrasing, etc.
 - iii. In a first-time offense, it is the professor's to decide on the proper penalty: (1) a chance to resubmit the work in proper fashion with the possibility of a reduced grade for the assignment and/or course; (2) to assign a failing grade for the assignment; or (3) to assign a failing grade for the course. The professor also has the opportunity to inform the student of a correct understanding of academic integrity and the standards for academic work.
 - iv. The professor should inform the Associate Dean who is the advisor of the student of the incident, due to the possibility of other instances of plagiarism by a student, about which the course professor would be less-likely to know.
 - v. Whenever an instance of plagiarism by a student is not a first-time offense,

W. Seton Hall University Policies and Procedures

The Policies and Procedures website, <http://www.shu.edu/offices/policies-procedures/>, is the official repository for Seton Hall University, divisional, school, college and departmental policies currently in effect. The most current version of policies is found on the Policies and Procedures website. All students and employees are responsible for reading and following these policies and procedures.

Seton Hall University policies undergo continual revision, and policy revisions may be made without notification to the entire SHU community. Therefore, to keep abreast of the most current policies, each SHU community member should check the policies and procedures webpage directly.

action by the School would supersede the professor's decision regarding proper penalty.

- b. The Associate Dean
 - i. The Associate Dean who is the student's advisor acts as the primary intermediary if the incident requires steps by the School.
 - ii. The Associate Dean informs the Rector/Dean of all cases of plagiarism.
 - iii. In all cases of plagiarism, the formation programs of seminarians and superiors of religious students or clergy are informed according to the instruction of the Rector/Dean.
 - iv. In any case of plagiarism by a student, the Seminary School of Theology reserves the right to impose the penalties of:
 - 1. Expulsion from its programs, per university policy,
 - 2. Continuation in its programs under a provisional status that stipulates in a formal letter to the student that any repeated instance of plagiarism could result in expulsion.

Any procedural issues raised will be referred to the Educational Policy Committee (E.P.C.) of the Seminary School of Theology. If the sanction of expulsion is determined, the guidelines in the current edition of the Seton Hall University Student Handbook will be observed.

V. Accreditation Compliance

Any student issues or complaints related to Immaculate Conception Seminary School of Theology's compliance with standards of the Association of Theological Schools of the United States and Canada may be addressed in writing to the Rector/Dean or the Associate Deans.

III. COURSE SYLLABI

Syllabi are to adhere to the following format:



Immaculate Conception Seminary
School of Theology
Seton Hall University

MASTER SYLLABUS

[note: items in gray only on actual specific syllabus]

Course Number: sigla + number [e.g.:STHO 6507]
Course Title: [official title]
Semester: [XXXXXX], 20xx
Instructor: [name of Instructor]

Office Hours:
Office Location:
Telephone:
Email:

I. Course Description [from catalogue]

II. Course Requirements and Expectations

- a. Statement of student learning objectives
- b. Required texts
- c. Reading assignments
- d. Written/oral assignments (papers, presentations)
- e. Method of evaluation and grading

III. Lecture Topics

- a. [required: topics that MUST be covered]
- b. [optional: topics that are not required]

IV. Bibliography

Notice:

It is the policy and practice of Seton Hall University to promote inclusive learning environments. If you have a documented disability you may be eligible for reasonable accommodations in compliance with University policy, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and/or the New Jersey Law against Discrimination. Please note, students are not permitted to negotiate accommodations directly with professors. To request accommodations or assistance, please self-identify with the Office for Disability Support Services (DSS), Duffy Hall, Room 67 at the beginning of the semester. For more information or to register for services, contact DSS at (973) 313-6003 or by e-mail at DSS@shu.edu:

IV. MASTERS OF ARTS IN THEOLOGY: TWO OPTIONS

The M.A. in Theology is offered in two formats:

A. General (Terminal) M.A.

Students must complete 36 credits of coursework, consisting of 21 credits from a single area of concentration (Biblical Studies, Church History, Jewish-Christian Studies, Moral Theology, Pastoral Theology, or Systematic Theology), 12 credits from the other areas outside of one's chosen concentration, and 3 credits from the capstone course (M.A. Seminar). The M.A. with a concentration in Biblical Studies also requires 6 additional credits in each of the biblical languages, Hebrew and Greek.

B. Research (Traditional) M.A.

Students must (1) complete 36 credits of coursework (plus Hebrew and Greek, two semesters each, for those pursuing Biblical Studies as a concentration), (2) demonstrate proficiency in a modern language (French or German), (3) pass comprehensive examinations, and (4) produce an acceptable thesis - all as explained in greater detail in the catalogue and below in the next section.

The Research M.A. option offers superior preparation for students seeking to pursue further studies in theology, and many of those who completed this degree program at Immaculate Conception Seminary School of Theology have been accepted at distinguished doctoral degree-granting institutions.

The General M.A. is for students who have no plans or desires to pursue doctoral studies.

Most doctoral programs in theology will not consider as qualified the student who at the M.A. level has not demonstrated proficiency in a foreign language, taken comprehensive examinations, and produced a thesis. The student should be aware that the General M.A. may close his or her path to doctoral studies.

V. RESEARCH M.A. IN THEOLOGY: OUTLINE OF PROCEDURES

The M.A. in Theology consists of four distinct components:

- A. Coursework
- B. Modern language proficiency in French or German
- C. Comprehensive examinations
- D. Thesis

A. Coursework

Coursework is to be divided between the major area of concentration (which should be declared and registered in the Office of the Registrar of Seton Hall University) and coursework in other areas. The M.A. student must take 21 credits in the major area (i.e., Biblical Studies, Church History, Jewish-Christian Studies, Moral Theology, or Systematic Theology) and (15) outside of the major area of concentration. These remaining 15 credits should be divided as evenly as possible among the other areas. Students in the Biblical Studies concentration have the additional requirements of at least one semester of Biblical Greek and one semester of Biblical Hebrew.

1. In addition, students must complete certain core courses, according to the area of concentration for their M.A.
 - a. Students enrolled in an M.A. with a concentration in **Biblical Studies** must complete:
 - i. BIBL 6201 "Pentateuch"
 - ii. BIBL 6501 "Synoptic Gospels"
 - iii. and any **one** of the following:
 1. BIBL 6203 "Prophetic Literature"
 2. BIBL 6205 "Wisdom Literature & Psalms"
 3. BIBL 6503 "Johannine Literature"
 4. BIBL 6505 "Pauline Literature."
 - b. Students enrolled in an M.A. with a concentration in **Church History** must complete:
 - i. HSTD 6201 "History of Christianity I"
 - ii. HSTD 6202 "History of Christianity II"
 - iii. HSTD 6807 "American Christianity"
 - iv. and any **one** of the following:
 1. HSTD 6222 "Popes and the Papacy"
 2. HSTD 6226 "Ecumenical Councils."
 - c. Students enrolled in an M.A. with a concentration in **Moral Theology** must complete:
 - i. CETH 6105 "Fundamental Moral Theology"

- ii. and any **one** of the following:
 - 1. CETH 6205 "Health Care Ethics"
 - 2. CETH 6306 "Catholic Sexual Ethics"
 - 3. CETH 6407 "Catholic Social Teaching."
- d. Students enrolled in an M.A. with a concentration in **Systematic Theology** must complete any **two** of the following:
 - i. STHO 6202 "Revelation and Faith"
 - ii. STHO 6501 "Worship of the Church"
 - iii. STHO 6503 "Sacraments of Initiation"
 - iv. STHO 6207 "Ecclesiology"
 - v. STHO 6505 "Eucharist"
 - vi. STHO 6203 "Christology"
 - vii. STHO 6205 "Christian Anthropology"

In exceptional circumstances, the appropriate Associate Dean and the Chair of the department in which a student is pursuing an M.A. may permit the substitution of another course for one of those required above.

2. Modern Language Proficiency in French or German

Modern language proficiency is intended to give the student the ability to employ resources in other major theological languages. Language proficiency is not something static, that is, a requirement that one fulfills and then forgets. Rather, it is intended to be a tool regularly employed during one's coursework. Therefore, the student should obtain and demonstrate foreign language proficiency as soon as possible, and no student will be allowed to advance to the comprehensive examinations without first having met this requirement.

The student must demonstrate proficiency in French or German. Although substitutions of other languages will generally not be permitted, the student seeking substitution for a significant academic reason may do so by submitting a written letter through the Associate Dean for Seminary and Academic Programs to the Educational Policy Committee. The *onus probandi* will lie upon the student; he or she must show substantial reasons why a substitution should be allowed.

The student shall demonstrate modern language proficiency by passing a one-hour translation test administered and graded by a faculty member assigned to the student by the Office of the Associate Dean for Seminary and Academic Programs. The examining professor shall submit the graded examination to the Associate Dean for Seminary and Academic Studies for his or her inspection and approval. If approved, the Associate Dean for Seminary and Academic Studies shall then inform University Enrollment Services that the requirement has been met.

3. Comprehensive Examinations

Comprehensive examinations may be scheduled only after all courses have been successfully completed. Comprehensive examinations consist of four questions selected on the day of the examination by the student from four pairs of questions submitted by at least two faculty members in the area of theological study in which the student is concentrating. The student has four hours to complete comprehensive examinations, which usually take place on Fridays from 9 AM to 1 PM. When the student is ready to sit for comprehensive examinations, he or she should obtain an Application for Comprehensive Examinations Form (See Appendix 7) from the Office of the Associate Dean for Seminary and Academic Studies and file it with the same Office no later than one month before the date of the examinations for which the student intends to sit.

4. Thesis

Only after successfully completing comprehensive examinations may the student submit a thesis. The student must develop a thesis proposal, based on the norms in the Academic Handbook (and the supplemental norms for certain departments, e.g., the Department of Moral Theology) in prior consultation with the faculty member who will act as director/mentor of the thesis. Any full-time academic faculty member may act as the director; adjunct faculty members may act in the capacity of director only upon consent of the Associate Dean for Seminary and Academic Studies. The student, in consultation with his or her director, shall select a second faculty member (as above with regard to full-time and adjunct faculty) who will serve as reader.

Both the director and the reader must approve the proposal for the thesis. When they have done so, the student will obtain a Proposal of Thesis Form (See Appendix 8) from the Office of the Associate Dean for Seminary and Academic Programs, secure the signatures of the mentor and reader on the same form, and submit it in seven copies together with the agreed upon proposal to the Office of the Associate Dean for Seminary and Academic Programs for review by the Educational Policy Committee (E.P.C.) during the regular Academic year, either in the fall or spring semesters. The E.P.C., which usually meets monthly, will review the proposal and only upon its approval is the proposal for the thesis confirmed. Notice of the approval or disapproval of the proposal by the E.P.C. will be given to the student in writing by the Office of the Associate Dean for Seminary and Academic Studies.

After the thesis proposal has been approved, the student shall write the thesis in consultation with his or her director and reader. The student may need to write and revise his thesis a number of times before the director and reader judge it to be satisfactory.

When the director and reader have indicated to the student that they approve of the thesis, the student shall obtain from the Office of the Associate Dean for Seminary and Academic

Studies, two Certification of Completion of M.A. in Theology Thesis Forms (See Appendix 9), and obtain the assigned grades and signatures of the director and reader on separate forms. The student shall then submit these two forms and a copy of the fully corrected and unbound thesis, printed on cotton-rag bond paper to the Office of the Associate Dean for Seminary and Academic Studies. Further details about the paper needed for the thesis may be found at the Turro Seminary Library.

From time to time disagreements may arise between a student, director, and reader. The director is primarily responsible for a thesis; without the director's approval, the thesis cannot be accepted. If the thesis is accepted by the director but not by the reader, the student, director, and reader should work together to produce a thesis acceptable to all parties. If the differences between the director and reader are irreconcilable, and the director approves the thesis, the student may request the Associate Dean for Seminary and Academic Studies to refer the thesis to a second reader. The second reader will determine the acceptability of the thesis: if he or she approves it, it is approved. If he or she does not approve it, it returns to further discussion among the student, director, and original reader.

The thesis must be submitted in its final form according to the norms established by the Registrar of Seton Hall University. The date for submission of theses specified in the calendar is not the date of first submission after which the mentor and reader might ask the student to review and revise the thesis so that it might be made acceptable. Rather, this is the date by which the thesis must be in its final form and be completely acceptable to both director and reader.

Immaculate Conception Seminary School of Theology assumes no responsibility to assist the student in the completion of his or her thesis requirement by a specific graduation date if the student has not submitted a final thesis, approved by director and reader, according to the norms established by the Office of the Registrar of Seton Hall University.

Some miscellaneous points:

The student has five years from the beginning of M.A. coursework until he or she submits a fully approved thesis. The student who, for serious and legitimate reasons, is unable to complete the degree requirements within this time frame shall petition in writing the Educational Policy Committee, anytime after the fourth year of enrollment, for an extension of time to complete the degree requirements. Petitions for extension of time must include (a) the reason for the extension and (b) a proposed time frame for completion of the remaining degree requirements.

The student shall maintain continuous matriculation; in other words, even if not registered for specific courses in a fall or spring semester, the student must register for Registration Continuation or Thesis Continuation. Failure to do so will be considered the non-payment of a fee and will result in the imposition of a financial hold until failures to maintain

Registration Continuation are cleared by payment.

The student who hopes to graduate must meet with the Associate Dean for Seminary and Academic Studies and file an Application for Graduate Degree Form on-line or, if beyond the on-line application date, the student must file a hard copy form (See Appendix 10). If the applying student is deemed to be in the final phases of his or her academic work, the form will be forwarded to the University Office of Enrollment Services. This form must be filed by predetermined dates which are specified in the annual academic calendar issued by the Office of the Registrar of Seton Hall University.

It is the individual student's responsibility to obtain from the University Office of Enrollment Services the application for a cap and gown and to return the same in a timely manner.

The student's name on the diploma will appear as it is currently registered in the computerized database of the University Office of Enrollment Services at the time that the Application for Graduate Degree Form is filed. To change the appearance or spelling of one's name, a Change of Personal Data Form (See Appendix 11) must be filed with the University Office of Enrollment Services. Diplomas are usually ready three months after graduation and are either sent to the student or may be picked up by the student at Enrollment Services. Even if a student has filed a petition and participated in commencement exercises, the student who has not completed all requirements will not in fact be graduated.

VI. RESEARCH M.A. COMPREHENSIVE EXAMINATIONS: GUIDELINES AND PROCEDURES

A. Preparation

The student prepares for the comprehensive examinations according to the directives of the examiners. The examiners should be chosen from the full-time faculty in the student's area of concentration. In exceptional circumstances, examiners from the adjunct faculty may be chosen, with the approval of the Educational Policy Committee (E.P.C.) of the Seminary School of Theology.

When the student thinks that he or she is ready to take the comprehensive examinations, he or she is to petition the Office of the Associate Dean for Seminary and Academic Studies to sit for them during the regular Academic year, either in the fall or the spring semesters. The application forms are obtained from the Office of the Associate Dean for Seminary and Academic Studies and are returned there when completed.

B. Examinations

The written examinations consist of a total of eight essay questions. The questions are paired. The candidate has the option of either question A or B in each pair. The total number of questions answered will be four. The examination period is for a total of four hours.

C. Grading

The entire exam will be read by two professors. The student may fail a question in the eyes of one professor and be passed by the second professor, the result of which is a passing grade for that question. The student fails a question when both professors agree that the response for that question warrants a failing grade.

When the student fails one question, he or she passes the comprehensive examinations.

In reading the comprehensive examinations, should two professors fail the student for his or her response to two different questions, then a third reader will review the entire examination, and should the third reader concur with a failing grade, the student will fail the examinations.

The actual grading shall consist of the following designations: "Pass with Distinction," "Pass," and "Fail."

D. Retake

Should the student fail the comprehensive examinations, he or she may be examined again. The retake is limited to two attempts.

VII. RESEARCH M.A. IN THEOLOGY THESIS PROPOSAL

Seven copies of the proposal for a thesis topic are to be submitted to the Office of the Associate Dean for Seminary and Academic Studies during the regular academic year, either in the fall or spring semesters. Each of these copies must have as a first page a copy of the M.A. Thesis Proposal Form duly signed by the student's director/mentor and reader. The thesis proposal/prospectus will be presented in the following format:

- A. Title: In no more than twenty words, give the name of the proposed work.
- B. Proposition: As clearly as possible, state the proposition to be defended.
- C. Methodology: Indicate the manner in which the proposition is to be approached, e.g., literature search; research accomplished; directions to be followed in defense of the proposition; and suggested chapter topics that will lead to a conclusion.
- D. Expected Results: Summarize briefly the expected conclusion of the research.
- E. Working Bibliography: Submit a working bibliography that is both scholarly and theologically relevant.

VIII. RESEARCH M.A. THESIS FRONTISPIECE

The frontispiece shall be as follows:

SETON HALL UNIVERSITY

(TITLE)

A THESIS SUBMITTED TO
THE FACULTY OF THE SEMINARY SCHOOL OF THEOLOGY
IN CANDIDACY FOR THE DEGREE OF
MASTER OF ARTS IN THEOLOGY

CONCENTRATION IN _____

BY

(NAME)

South Orange, New Jersey

(MONTH AND YEAR)

IX. RESEARCH M.A. THESIS IN MORAL THEOLOGY: SPECIAL INSTRUCTIONS

The M.A. thesis in Moral Theology should represent the ability to do research in theology. The candidate is to demonstrate in writing the ability to examine an issue and to formulate a clear, well-researched, and well-reasoned argument that resolves the issue. To accomplish this, the candidate is expected to proceed in two stages. The first stage concerns the preliminary research. The second stage concerns the thesis itself.

A. Written Preliminary Research Statement (Proposal)

Upon successful completion of the language requirements and the comprehensive examinations in Moral Theology, the student presents to his or her director a written statement including the following:

1. Title: In no more than twenty words, give the name of the proposed work.
2. Proposition: As clearly as possible, state the proposition to be defended. This is to be done in the following manner:
 - a. By making a statement of the issue or question to be investigated.
 - b. By indicating the *status questionis* or the basis from which this issue or question arose; by indicating the authors who have addressed the issue; and by giving a brief synopsis of their positions on the topic.
3. Methodology: Indicate the manner in which the proposition is to be approached, e.g., literature searched; research accomplished; directions to be followed in defense of the proposition; and suggested chapter topics that will lead to a conclusion. This is to be done in the following manner:
 - a. State some possible alternatives to the resolution of the issue raised or possible answers to the question asked.
 - b. Indicate the steps to be taken to resolve the issue or answer the question.
4. Expected Results: Summarize briefly the expected conclusion of the research. This is to be done by making the statement that the paper expects to choose, on the basis of evidence and argumentation, one of the possible alternatives that will either resolve the issue or answer the question

stated above.

5. Working Bibliography Submit a working bibliography that is both scholarly and theologically relevant.

B. Thesis

Upon approval of the preliminary research statement by one's director, the student will be expected to submit a written thesis which includes the following:

1. A clear and precise thesis statement that formulates the issue or question to be investigated and the manner in which the thesis will resolve the issue or question.
2. A statement of the *status questionis* indicating how this issue arose and how the thesis will advance the *status questionis*.
3. A description of the methodology to be used. Here, the candidate would be expected to indicate (a) whether the topic will be treated historically and/or systematically and (b) what the stages of this treatment will be, and why.
4. A critical use of sources. Simply quoting from Sacred Scripture or other theological sources does not demonstrate an ability to use sources critically.
5. A use of sources appropriate to scholarly research. It is presumed that the student understands the value of primary sources over secondary sources and documented sources over undocumented sources, etc.
6. A use of sources that is theological. These may be drawn in part from human experiences but must be related to what has been revealed and handed on to the Christian community in the Sacred Scriptures and the Christian tradition, particularly as taught by the Catholic Church.
7. A synthetic use of diverse scholarly and theological sources. M.A. research must demonstrate the ability both to work with different sources and viewpoints around a particular topic and to synthesize the material. The use of a single source in a main part of the thesis does not demonstrate scholarly ability.
8. Employment of appropriate methodologies in the interpretation of these sources. Scripture texts should be exegeted in the light of the living tradition of the Church as well as the most recent and substantive historical-critical scholarship.
9. A thesis argument which is developed out of an intelligent grasp of the data gathered and

which comes to a clear and well-reasoned conclusion.

10. Use of the proper format throughout the thesis. Students are expected to use Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*. 8th Edition. Chicago: The University of Chicago Press, 2013.

X. EARNING THE M.A. IN THEOLOGY ALONG WITH THE M.DIV.

- A. All seminarians follow the "Academic Program for Priesthood Candidates" (APPC), which is Immaculate Conception Seminary School of Theology's application of the current U.S. Bishops' Program of Priestly Formation.
- B. The APPC consists of about 130 credits. About 72 credits of the 130 required for the APPC are applied to the earning of the M.Div. degree. Thus the typical seminarian accumulates about 50 credits beyond those required for the M.Div. degree.
- C. Those APPC credits not applied toward the M.Div. can, therefore, be applied toward another degree (e.g., the M.A. in Theology). The basic academic principle is that credits cannot be used toward two degrees: credits meet the requirements of only one degree. Accordingly, what has been applied toward the requirements of the M.Div. cannot be used toward the M.A., but what has not been applied to the M.Div. can be used toward the M.A.
- D. The M.A. in Theology requires 36 credits in coursework, with 21 of these in the area of concentration, the concentration choices being Biblical Studies, Church History, Jewish-Christian Studies, Moral Theology, and Systematic Theology.
- E. In the case of the General M.A., 12 of the total 36 credits must come from coursework in areas other than the concentration area, and the 3 final credits of the 36 are obtained in the capstone course, the M.A. Seminar. (The M.A. with a concentration in Biblical Studies requires an additional 3 credits in one of the biblical languages.)
- F. In the case of the Research M.A., the 15 remaining credits of the total 36 credits must be obtained through coursework in areas other than the student's chosen concentration area. (The M.A. with a concentration in Biblical Studies requires an additional 3 credits in Biblical Hebrew and 3 credits in Biblical Greek.)
- G. If a seminarian has completed all the requirements of the APPC, he needs the following additional credits to earn an M.A. in Theology in each of these concentration areas:

1. Systematic Theology	6 credits
2. Moral Theology	6 credits
3. Church History	15 credits
4. Biblical Studies	15 credits (plus language credits)
5. Jewish-Christian Studies	21 credits

(Seminarians who began their programs before the curricular changes in 1994 and who therefore may have had PTHO 6701 (Introduction to Theology, Spirituality, and Ministry), BIBL 6101 (Criticism and Hermeneutics), STHO 6206 (Christian Eschatology), and/or an additional Church

History elective can revise the respective additional requirements appearing above proportionately downwards).

- H. It is, therefore, possible for a seminarian to complete the M.Div. and complete all the coursework requirements for the M.A. at the same time, if he takes the requisite additional courses along the way. Students for the M.A. in Church History are required to complete the courses noted in V.A.1.b.
- I. The seminarian who wants to obtain the General M.A. has completed all requirements when he has taken the requisite number of additional credits and passed the M.A. Seminar, with a cumulative graduate grade point average of 3.0 or higher.
- J. The student who wants to obtain the Research M.A. must also do the following:
 - 1. Demonstrate a reading knowledge of French or German.
 - 2. Pass the M.A. comprehensive examinations.
 - 3. Write an acceptable M.A. thesis.

XI. M.DIV. CAPSTONE PROJECT

The M.Div. capstone project is guided through the “Ministry Synthesis” course, which is offered annually. Students develop principles to guide their ministry, with rationales for each. This paper, along with the six papers developed in the pastoral ministry sequence of courses, comprises the capstone project.

- A. The seminar instructor will present the goals of the final project during “Ministry Synthesis.” The objectives of this project include:
1. To provide students an opportunity to review their work, especially the papers they developed integrating studies in theology and pastoral ministry.
 2. To provide students an opportunity to further integrate their theological and pastoral studies through the process of developing principles to guide their work in ministry.
 3. To provide students an opportunity to share their pastoral vision with their classmates.
- B. This is accomplished primarily through:
1. A review of each of the pastoral ministry reflection papers.
 2. The identification of principles from each specific area of pastoral ministry.
 3. An explication of these principles, in dialogue with the Ministry Synthesis instructor to demonstrate the integration of theological and pastoral perspectives.
 4. A series of peer reviews of the student’s work.
 5. A submission of the final project following the format of Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*. 8th Edition. Chicago: University of Chicago Press, 2013.
 6. Once all is in order, the instructor shall submit the unbound thesis to the Seminary Library and post a grade for the course.

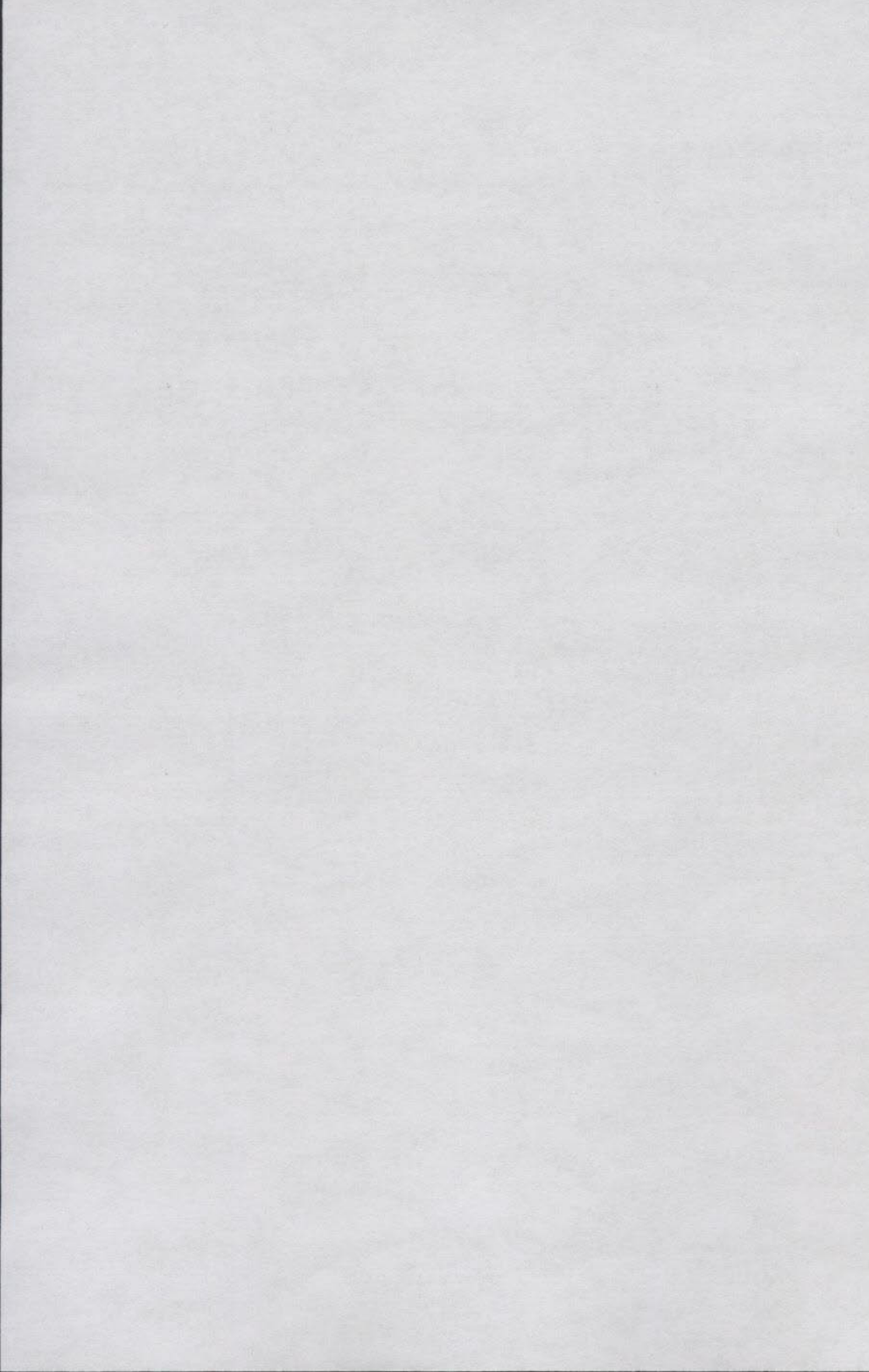
XII. M.A.P.M. SEMINAR PROJECT PAPER FRONTISPIECE

The frontispiece shall be as follows:

SETON HALL UNIVERSITY
(TITLE)

A THESIS SUBMITTED TO
THE FACULTY OF THE SEMINARY SCHOOL OF THEOLOGY
IN CANDIDACY FOR A DEGREE OF
MASTER OF ARTS IN PASTORAL MINISTRY
CONCENTRATION IN _____

BY
(NAME)
South Orange, New Jersey
(MONTH AND YEAR)



FORMS AND GRIDS

WHITE COPY - REGISTRAR
 YELLOW COPY - DEPARTMENT
 PINK COPY - STUDENT

GRADUATE ADVANCED STANDING REQUEST

Major _____

Degree _____

Name _____ SID - -

Expected Graduation Date _____

Address _____
Street City State Zip

Enter information regarding the course(s) you wish to transfer to your SHU graduate program:

OTHER INSTITUTION			SHU EQUIVALENT		ADVISER APPROVAL
Course Number	Title	Cr	Course Number	Title	Please initial

Course(s) taken at _____ located in _____
College/University City State

during the _____ term 19 _____ semester.

Registrar's Use Only				
ETS Code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Studies from	<input type="text"/>	to	<input type="text"/>	<input type="text"/>
Term Applied	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Courses with grades of "B" or better may be transferrable when they are equivalent to a program's required or elective courses, were taken at an accredited institution, and have not been used to fulfill requirements for another degree. Six transfer credits is the maximum allowed for most graduate programs. Consult catalog and adviser for specific college and program requirements.

Student Date Adviser/Chair Date Dean Date

After signature of Dean, forward this form with a copy of official transcript to the Registrar.

Received by Registrar _____ Approved _____ Data Entry _____

GRID SHEET

S.I.D. # _____

Semester _____

Name _____

Major _____

Adviser
Signature _____

Affix prereg label here

Department Stamp

Enter Course I.D. Use full code: XXXXNNNNXX	Enter Call Number (NNNNN) for telephone registration	Enter Title of Course	Chair Signature

	MONDAY M	TUESDAY T	WEDNESDAY W	THURSDAY T	FRIDAY F	SATURDAY S			
8:00 a.m.									
9:00 a.m.									
10:00 a.m.									
11:00 a.m.									
12:00 n.									
1:00 p.m.									
2:00 p.m.									
3:00 p.m.									
4:00 p.m.									
5:00 p.m.									
6:00 p.m.									
7:00 p.m.									
8:00 p.m.									

SHU-REG

**SETON HALL UNIVERSITY
ADJUSTMENT TO SCHEDULE**

19

() FALL () SPRING SCHOOL _____ MAJOR _____
() WINTER () SUMMER () UNDERGRADUATE () GRADUATE

____ - ____ - _____
SID

NAME _____

STREET _____

CITY _____ STATE _____ ZIP _____ RESIDENT BOX _____

SUBJECT CODE	CATALOG NUMBER	COURSE SECTION	FULL TITLE OF DROP COURSE	CR	TIME		During the Fall and Spring Semesters this form must be filed with the Registrar by the second Friday of the semester; in Summer Session it must be filed by the end of the second day of class.
					DAY	HOUR	

SUBJECT CODE	CATALOG NUMBER	COURSE SECTION	FULL TITLE OF ADD COURSE	CR	TIME		CLOSED COURSE APPROVAL	
					DAY	HOUR	CHAIR'S SIGNATURE	SECTION

TOTAL CREDITS THIS SEMESTER BEFORE CHANGE _____ AFTER CHANGE _____

REASON FOR CHANGE: _____

DATA ENTRY BY

STUDENT'S SIGNATURE _____ DATE _____ APPROVED BY ADVISER _____ DATE _____
REGISTRAR

SHU - REG 1

SETON HALL UNIVERSITY

CURRICULUM ADJUSTMENT

STUDENT ID NUMBER										

EXPECTED GRADUATION DATE	
MONTH	YEAR

LAST NAME		FIRST NAME		MAJOR	ADVISER
STREET ADDRESS			CITY	STATE	ZIP
					RESIDENT BOX #

COLLEGE/SCHOOL	<input type="checkbox"/> ARTS & SCIENCES	<input type="checkbox"/> BUSINESS	<input type="checkbox"/> EDUCATION	<input type="checkbox"/> NURSING	<input type="checkbox"/> THEOLOGY
LEVEL	<input type="checkbox"/> UNDERGRADUATE	<input type="checkbox"/> GRADUATE			

CHANGE OF PROGRAM

CHANGE MAJOR: FROM _____

TO _____

DEPT. CHAIR	DATE	DEAN*	DATE
DEPT. CHAIR	DATE	DEAN*	DATE

DECLARE SECONDARY MAJOR IN:	PRESENT CHAIR	DATE	SECONDARY MAJOR CHAIR	DATE
DECLARE MINOR IN:	STUDENT'S CHAIR	DATE	MINOR CHAIR	DATE
DELETE MINOR IN:	STUDENT'S CHAIR	DATE	MINOR CHAIR	DATE

***NOTE:**
Dean's signature required only when change of major involves a change of school.

I UNDERSTAND THAT IF THIS APPLICATION IS APPROVED, I MUST COMPLY FULLY WITH ALL PROGRAM REQUIREMENTS SET FORTH BY THE DEPARTMENT.

STUDENT'S SIGNATURE DATE

CURRICULUM ADJUSTMENT

DESCRIBE YOUR REQUEST COMPLETELY & PRECISELY. INCLUDE SEMESTER, COURSE NUMBER, TITLE, CREDITS AND REASON FOR REQUEST.

TRANSFER COURSE _____ SHU COURSE NUMBER/TITLE _____ TAKEN _____ SEMESTER YEAR _____ FOR _____ COURSE NUMBER/TITLE _____

SUBSTITUTE _____

SHU COURSE _____ COURSE NUMBER/TITLE _____

CHANGE TRANSFER EQUIVALENT. FROM _____ CURRENT SHU COURSE NUMBER/TITLE _____ TO _____ COURSE NUMBER/TITLE _____

TAKEN WHEN? _____ WHERE? _____

TRANSFER EQUIVALENT ADJUSTMENT REQUIRES SIGNATURES OF DEAN AND CHAIR OF COURSE EQUIVALENT DEPARTMENT.

OTHER: _____

REASON FOR REQUEST: _____

REGISTRAR'S USE ONLY

TYPE: _____	DATE: _____
RSN: _____	HRS: _____
OCC: _____	BY: _____

NOTE: COURSE SUBSTITUTIONS MAY CHANGE NUMBER OF ELECTIVE CREDITS REQUIRED FOR GRADUATION.

STUDENT SIGNATURE	DATE	CHAIR SIGNATURE	DATE
ADVISER SIGNATURE	DATE	DEAN SIGNATURE	DATE
RECEIVED BY REGISTRAR	DATE	APPROVED BY REGISTRAR	DATE

APPLICATION FOR M.A. COMPREHENSIVE EXAMINATIONS

STUDENT'S NAME _____

ADDRESS _____

PHONE NUMBERS _____

STUDENT ID # _____

DATE OF EXAMS 1st Choice _____ 2nd Choice _____

EXAMINING PROFESSORS (specify two):

I hereby apply to take the M.A. comprehensive examinations at Immaculate Conception Seminary School of Theology, Seton Hall University, on the date(s) indicated above. I certify that I have completed all needed courses and met the requirement of proficiency in a modern language.

Signature of Student _____

Date _____

+++++
Do not write below this line.

Coursework completed? _____ Yes _____ No

Biblical Languages: _____ Hebrew _____ Greek

Modern Language Proficiency: _____ French _____ German

Application: _____ Approved _____ Denied

If denied, why? _____

Signature of Associate Dean _____

Date of Student Notification _____

FORM FOR PROPOSAL OF THESIS - M.A. in THEOLOGY

This form is NOT to be used for M.A.P.M or M.Div. project papers.

This form is to be attached to the M.A. thesis proposal, written according to the regulations contained in the Academic Handbook of School of Theology. The student is to submit seven copies of the complete proposal with this form as the cover sheet (the original, plus six copies) to the Office of the Associate Dean.

STUDENT'S NAME _____

ADDRESS _____

STUDENT ID # _____

THESIS DIRECTOR _____

THESIS READER _____

I hereby apply to the Educational Policy Committee for approval of my proposed thesis topic entitled (*here insert proposed title of thesis*)

for the M.A. in theology. I certify that I have successfully completed all courses, language requirements, and comprehensive examinations for this degree and that the only remaining degree requirement is the thesis.

Signature of Student

We certify that we have reviewed and approved the attached proposal:

Signature of Director/Mentor

Signature of Reader

+++++
Do not write below this line.

Dean Certifies: Student has completed all requirements except thesis: ___ Yes ___ No
Incomplete Requirements:

EPC Action: ___ approved ___ rejected Vote: _____ Date _____

Notification Sent? ___ Yes ___ No _____
Signature of Associate Dean

**CERTIFICATION OF COMPLETION
OF M.A. IN THEOLOGY THESIS**

Two such forms are to be completed for each thesis, one by the student's director and another by the thesis reader.

This serves to certify that I have read the M.A. in Theology thesis of

(Student's Name)

entitled

and I have awarded to it the grade of

_____ **Pass with Distinction**

_____ **Pass**

_____ **Fail**

Signature of Director or Reader

Date

(Forward completed form to the Office of the Associate Dean.)



Seton Hall University

APPLICATION FOR GRADUATE DEGREE

EXPECTED DEGREE DATE: FILE BY:
August 19 June 15
December 19 October 15
January 19 December 15
May 19 February 15

STUDENT: COMPLETE UPPER SECTION ONLY AND SUBMIT TO REGISTRAR'S OFFICE, BAYLEY HALL

SID - - Anticipated Degree Telephone ()

Name Major

Address Street City State Zip

Your name will be printed on your diploma as it appears on the university database as of the date of program completion. (File name change requests with the Office of the Registrar.)

Chair: Please return this form to Registrar within 5 days of receipt.

Form with fields: Coded 2, Sent, Ret, Coded 5, Audit, Pr, Del

I have reviewed the records of this student for the degree, major and date indicated and certify that:

Student has completed degree requirements.

Application is not approved for the following reason(s):

Blank lines for reasons

Signature of chair/director

Date

SETON HALL UNIVERSITY CHANGE OF PERSONAL DATA FORM

All students enter information within "Basic Information" block. To change SID or name, enter changes in far right columns. Changes in last name require official documentation (marriage license, court order). For ID change, attach a copy of your Social Security card.

	Basic Information	Change to
SID Number		
Last Name		
First Name		
Middle		

Address changes: indicate whether this is a new permanent address.
 a new local address.
 a new billing address.

Please enter the old information in the 'from' column and the new address in the 'to' column.

	Change from	Change to
Street		
City		
State Zip		
Telephone	()	()

To report a new next-of-kin (emergency contact):

Name of next-of-kin		
Relationship to you		
Next of kin address		
Next-of-kin phone	()	()

To report a revised expected graduation date: enter semester _____ year ____ degree _____

Effective date of these changes _____

Please check your student level: undergraduate graduate

Student Signature

Date

CERTIFICATE OF COMPLETION OF FINAL PROJECT

This form is to be submitted to the instructor with the final and bound copy of the project.

(This part is to be completed by the student.)

This serves to certify that the final project for the (check one):

_____ **(M.Div.) Master of Divinity in Pastoral Ministry**

_____ **(M.A.P.M.) Master of Arts in Pastoral Ministry**

submitted by

NAME _____

ADDRESS _____

STUDENT ID NUMBER _____

(This part is to be completed by the instructor.)

in partial fulfillment of the requirements of the same degree, has been defended by the student and accepted by me with the grade of _____.

Signature of Instructor

Date

(Instructor, after signing please detach this form from project and forward to the Office of the Associate Dean.)

++++
Do not write below this line.

Seen, processed, and filed by:

Signature of Associate Dean



Immaculate Conception Seminary School of Theology
Seton Hall University
South Orange, New Jersey

MASTER OF ARTS IN THEOLOGY,
BIBLICAL STUDIES CONCENTRATION
(TERMINAL FORMAT – BIBN)

NAME: _____

CWID. NO. _____

COMPONENTS	<i>Semester</i>	<i>Credits</i>	<i>Substitute/Notes</i>
I. COURSES (48 credits)			
<i>Research Seminar (0 credits)</i>			
<i>Biblical Studies (21 credits)</i>			
1. BIBL 6201 "Pentateuch"			
2. BIBL 6501 "Synoptic Gospels"			
3. ¹			
4.			
5.			
6.			
7.			
LANGUAGE REQUIREMENTS			
<i>NT Greek & Biblical Hebrew (12 credits)</i>			
1. BIBL 6006			

¹Any **one** of the following:

1. BIBL 6203 "Prophetic Literature"
2. BIBL 6205 "Wisdom Literature & Psalms"
3. BIBL 6503 "Johannine Literature"
4. BIBL 6505 "Pauline Literature."

	<i>Semester</i>	<i>Credits</i>	<i>Substitute/Notes</i>
2. <i>BIBL 6007</i>			
3. <i>BIBL 6113</i>			
4. <i>BIBL 6114</i>			
<i>Courses in Other Areas (12 credits)</i>			
1. <i>Moral Theology</i>			
2. <i>Church History</i>			
3. <i>Systematic Theology</i>			
4. <i>Choose one course from CETH, HSTD or STHO</i>			

II. CAPSTONE COURSE (3 credits)			
M.A. Seminar			



**Immaculate Conception Seminary School of Theology
Seton Hall University
South Orange, New Jersey**

**MASTER OF ARTS IN THEOLOGY,
BIBLICAL STUDIES CONCENTRATION
(RESEARCH FORMAT - BIBL)**

NAME: _____

CWID: _____

COMPONENTS	<i>Semester</i>	<i>Credits</i>	<i>Substitute/Notes</i>
I. COURSES (48 credits)			
<i>Research Seminar (0 credits)</i>			
<i>Biblical Studies (21 credits)</i>			
1. BIBL 6201 "Pentateuch"			
2. BIBL 6501 "Synoptic Gospels"			
3.¹			
4.			
5.			
6.			
7.			
LANGUAGE REQUIREMENTS			
<i>NT Greek & Biblical Hebrew (12 credits)</i>			
1. BIBL 6006			

¹Any **one** of the following:

1. BIBL 6203 "Prophetic Literature"
2. BIBL 6205 "Wisdom Literature & Psalms"
3. BIBL 6503 "Johannine Literature"
4. BIBL 6505 "Pauline Literature."

	<i>Semester</i>	<i>Credits</i>	<i>Substitute/Notes</i>
2. <i>BIBL 6007</i>			
3. <i>BIBL 6113</i>			
4. <i>BIBL 6114</i>			
<i>Courses in Other Areas (15 credits)</i>			
1. <i>Moral Theology</i>			
2. <i>Church History</i>			
3. <i>Systematic Theology</i>			
4. <i>Choose one course from CETH, HSTD or STHO</i>			
5. <i>Choose one course from CETH, HSTD or STHO</i>			
<i>II. Modern Theological Language Exam</i>			
French or German (circle one)	Date Passed Exam:		
Other (if approved):	Date Passed Exam:		
III. COMPREHENSIVE EXAMINATIONS			
Date:	Grade:		
IV. THESIS			
Title:			
Director:	Reader:	Grade:	



Immaculate Conception Seminary School of Theology
Seton Hall University
South Orange, New Jersey

MASTER OF ARTS IN THEOLOGY,
MORAL THEOLOGY CONCENTRATION
 (TERMINAL FORMAT - CETN)

NAME: _____

CWID. NO. _____

COMPONENTS	<i>Semester</i>	<i>Credits</i>	<i>Substitute/Notes</i>
I. COURSES (36 credits)			
<i>Research Seminar (0 credits)</i>			
<i>Moral Theology (21 credits)</i>			
1. CETH 6105 "Fundamental Moral Theology"			
2. ¹			
3.			
4.			
5.			
6.			
7.			
<i>Courses in Other Areas (12 credits)</i>			
1. <i>Biblical Studies</i>			
2. <i>Church History</i>			
3. <i>Systematic Theology</i>			

¹ Any **one** of the following:
 1. CETH 6205 "Health Care Ethics"
 2. CETH 6306 "Catholic Sexual Ethics"
 3. CETH 6407 "Catholic Social Teaching."

4. Choose one course from <i>BIBL</i> , <i>HSTD</i> or <i>STHO</i>			
II. CAPSTONE COURSE (3 credits)			
M.A. Seminar			



**Immaculate Conception Seminary School of Theology
Seton Hall University
South Orange, New Jersey**

**MASTER OF ARTS IN THEOLOGY,
MORAL THEOLOGY CONCENTRATION
(RESEARCH FORMAT - CETH)**

NAME: _____

CWID: _____

COMPONENTS	<i>Semester</i>	<i>Credits</i>	<i>Substitute/Notes</i>
I. COURSES (36 credits)			
<i>Research Seminar (0 credits)</i>			
<i>Moral Theology (21 credits)</i>			
1. CETH 6105 "Fundamental Moral Theology"			
2. ²			
3.			
4.			
5.			
6.			
7.			
<i>Courses in Other Areas (15 credits)</i>			
1. Biblical Studies			
2. Church History			

² Any **one** of the following:

- 4. CETH 6205 "Health Care Ethics"
- 5. CETH 6306 "Catholic Sexual Ethics"
- 6. CETH 6407 "Catholic Social Teaching."

3. <i>Systematic Theology</i>			
4. <i>Choose one course from BIBL, HSTD or STHO</i>			
5. <i>Choose one course from BIBL, HSTD or STHO</i>			
Modern Theological Language			
French or German (circle one)	Date Passed Exam:		
Other (if approved):	Date Passed Exam:		
III. COMPREHENSIVE EXAMINATIONS			
Date:	Grade:		
IV. THESIS			
Title:			
Director:	Reader:	Grade:	



Immaculate Conception Seminary School of Theology
Seton Hall University
South Orange, New Jersey

MASTER OF ARTS IN THEOLOGY,
CHURCH HISTORY CONCENTRATION
 (TERMINAL FORMAT - HSTN)

NAME: _____

CWID. NO.: _____

COMPONENTS	Semester	Credits	Substitute/Notes
I. COURSES (36 credits)			
<i>Research Seminar (0 credits)</i>			
<i>Church History (21 credits)</i>			
1. HSTD 6201 "History of Christianity I"			
2. HSTD 6202 "History of Christianity II"			
3. HSTD 6807 "American Christianity"			
4. ¹			
5.			
6.			
7.			
<i>Courses in Other Areas (12 credits)</i>			
1. <i>Biblical Studies</i>			
2. <i>Moral Theology</i>			
3. <i>Systematic Theology</i>			
4. <i>Choose one course from BIBL,</i>			

¹ Any one of the following:
 1. HSTD 6222 "Popes and the Papacy"
 2. HSTD 6226 "Ecumenical Councils."

<i>CETH or STHO</i>			
II. CAPSTONE COURSE			
M.A. Seminar			



**Immaculate Conception Seminary School of Theology
Seton Hall University
South Orange, New Jersey**

**MASTER OF ARTS IN THEOLOGY,
CHURCH HISTORY CONCENTRATION
(RESEARCH FORMAT - HSTD)**

NAME: _____

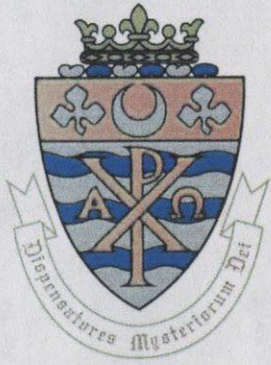
CWID: _____

COMPONENTS	<i>Semester</i>	<i>Credits</i>	<i>Substitute/Notes</i>
I. COURSES (36 credits)			
<i>Research Seminar (0 credits)</i>			
<i>Church History Courses (21 credits)</i>			
1. HSTD 6201 "History of Christianity I"			
2. HSTD 6202 "History of Christianity II"			
3. HSTD 6807 "American Christianity"			
4. ²			
5.			
6.			
7.			
<i>Courses in Other Areas (15 credits)</i>			
1. <i>Biblical Studies</i>			
2. <i>Moral Theology</i>			
3. <i>Systematic Theology</i>			

² Any **one** of the following:

- 3. HSTD 6222 "Popes and the Papacy"
- 4. HSTD 6226 "Ecumenical Councils."

4. <i>Choose one course from BIBL, CETH or STHO</i>			
5. <i>Choose one course from BIBL, CETH or STHO</i>			
	<i>Semester</i>	<i>Credits</i>	<i>Substitute/Notes</i>
<i>Modern Theological Language</i>			
French or German (circle one)	Date Passed Exam:		
Other (if approved):	Date Passed Exam:		
III. COMPREHENSIVE EXAMINATIONS			
Date:	Grade:		
IV. THESIS			
Title:			
Director:	Reader:	Grade:	



**Immaculate Conception Seminary School of Theology
Seton Hall University
South Orange, New Jersey**

MASTER OF ARTS IN THEOLOGY,
SYSTEMATICS CONCENTRATION
(TERMINAL FORMAT - STHN)

NAME: _____

CWID. NO. _____

COMPONENTS	Semester	Credits	Substitute/Notes
I. COURSES (36 credits)			
<i>Research Seminar (0 credits)</i>			
<i>Systematic Theology (21 credits)</i>			
1. ¹			
2.			
3.			
4.			
5.			
6.			
7.			
<i>Courses in Other Areas (12 credits)</i>			
1. <i>Biblical Studies</i>			
2. <i>Moral Theology</i>			

- ¹ Any **two** of the following:
1. STHO 6202 "Revelation and Faith"
 2. STHO 6501 "Worship of the Church"
 3. STHO 6503 "Sacraments of Initiation"
 4. STHO 6207 "Ecclesiology"
 5. STHO 6505 "Eucharist"
 6. STHO 6203 "Christology"
 7. STHO 6205 "Christian Anthropology"

3. <i>Church History</i>			
4. <i>Choose one course from BIBL, CETH or HSTD</i>			
II. CAPSTONE COURSE (3 credits)			
M.A. Seminar			



**Immaculate Conception Seminary School of Theology
Seton Hall University
South Orange, New Jersey**

**MASTER OF ARTS IN THEOLOGY,
SYSTEMATICS CONCENTRATION
(RESEARCH FORMAT - STHO)**

NAME: _____

CWID: _____

COMPONENTS	Semester	Credits	Substitute/Notes
I. COURSES (36 credits)			
<i>Research Seminar (0 credits)</i>			
<i>Systematic Theology (21 credits)</i>			
1. ²			
2.			
3.			
4.			
5.			
6.			
7.			
<i>Courses in Other Areas (15 credits)</i>			
1. Biblical Studies			

² Any **two** of the following:

1. STHO 6202 "Revelation and Faith"
2. STHO 6501 "Worship of the Church"
3. STHO 6503 "Sacraments of Initiation"
4. STHO 6207 "Ecclesiology"
5. STHO 6505 "Eucharist"
6. STHO 6203 "Christology"
7. STHO 6205 "Christian Anthropology"

2. <i>Moral Theology</i>			
3. <i>Church History</i>			
4. <i>Choose one course from BIBL, CETH or HSTD</i>			
5. <i>Choose one course from BIBL, CETH or HSTD</i>			
	<i>Semester</i>	<i>Credits</i>	<i>Substitute/Notes</i>
<i>Modern Theological Language</i>			
French or German (circle one)	Date Passed Exam:		
Other (if approved):	Date Passed Exam:		
III. COMPREHENSIVE EXAMINATIONS			
Date:	Grade:		
IV. THESIS			
Title:			
Director:	Reader:	Grade:	



**Immaculate Conception Seminary School of Theology
Seton Hall University
South Orange, New Jersey**

MASTER OF ARTS IN PASTORAL MINISTRY

NAME: _____

CWID. NO. _____ CONCENTRATION: _____

COMPONENTS	<i>Semester</i>	<i>Credits</i>	<i>Course/Substitute/Notes</i>
I. COURSES (39 credits)			
<i>Research Seminar (0 credits)</i>			
<i>Core Theology Courses (27 credits)</i>			
1. New Testament			
2. Old Testament			
3. Early Church / History of Christianity			
4. Liturgy			
5. Christology/Trinity			
6. Ecclesiology			
7. Sacramental Theology			
8. Moral Theology			
9. Ministry Foundations			

Pastoral Concentration (12 credits)			
1.			
2.			
3.			
4.			
II. FIELD EDUCATION (6 credits) N.B. Plan when about half finished with coursework.			
1.			
2.			
III. SPIRITUAL FORMATION			
Foundational Spiritual Experience			
Retreat			
Spiritual Director			
IV. SEMINAR PROJECT (3 credits)			
Integration Seminar (offered every 2 yrs.)			

Immaculate Conception Seminary School of Theology
Pre-Theology Program

NAME- LN, FN, MI:		TR Inst 1:		TR Inst 2:	
CWID#:		TR credits		TR credits	
smstr	sigla	number	title	credits	semester taken at ICS (+ ICSST course substitution OR name of transfer institution & grade)
1	PLTL	1111	History of Philosophy I	3	
1	PLTL	1242	Philosophical Logic	3	
1	THEO	1501	Intro RC Doctrine	3	
1	THEO	2514	Fathers of the Church	3	
1	LATN	1101	Elementary Latin I	3	
2	PLTL	1112	History of Philosophy II	3	
2	PLTL	2223	Philosophy of Nature	3	
2	THEO	1102	Bible: Word of God, Book of	3	
2	THEO	1502	Intro RC Liturgy/Sacraments	3	
2	LATN	1102	Elementary Latin II	3	
3	PLTL	1113	History of Philosophy III	3	
3	PLTL	2218	Philosophy of Being	3	
3	PLTL	3214	Philosophy of Person	3	
3	THEO	1203	Intro RC Moral Theology	3	
3	BIBL	3106	New Testament Greek I	3	
4	PLTL	2241	Philosophical Ethics	3	
4	PLTL	2243	Theory of Knowledge	3	
4	PLTL	3416	Philosophy of God	3	
4	THEO	1404	Intro RC Prayer/Spiritual Trad	3	
4	BIBL	3107	New Testament Greek II	3	
Credit totals				60	0

Immaculate Conception Seminary School of Theology
Pre-Theology Program

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NAME- LN, FN, MI:		TR Inst 1:		TR Inst 2:		TR Inst 1:		TR Inst 2:			
CWID#:		credits		credits		semester taken at ICS (+ ICSST course substitution OR name of transfer institution & grade)		credits		grade	
smstr	sigma	number	title	TR Inst 1:	TR Inst 2:	credits	semester taken at ICS (+ ICSST course substitution OR name of transfer institution & grade)	credits	grade		
1	BIBL	6501	Synoptic Gospels			3					
1	HSTD	6201	History of Christianity I			3					
1	PTHO	6518	Integ. Music & Lit. Cel.			2					
1	STHO	6202	Revelation and Faith			3					
1	STHO	6501	Worship of the Church			3					
1	STHO	6022	Graduate Research Seminar			2					
2	BIBL	6201	Pentateuch			3					
2	CETH	6105	Fundamental Moral Theology			3					
2	HSTD	6202	History of Christianity II			3					
2	PTHO	6601	Pastoral Ministry: Introduction			3					
2	STHO	6205	Christian Anthropology			3					
2	STHO	6503	Sacraments of Initiation			3					
3	BIBL	6203	Prophetic Literature			3					
3	CETH	6205	Health Care Ethics			3					
3	HSTD	6807	American Christianity			3					
3	PTHO	6203	Pastoral Psych & Counseling			3					
3	PTHO	6602	Ministry of Healing			3					
3	STHO	6203	Christology			3					
4	BIBL	6503	Johannine Literature			3					
4	CETH	6306	Catholic Sexual Teaching			3					
4	PTHO	6109	Introduction to Preaching			2					
4	PTHO	6604	Ministry of Sanctifying			3					
4	STHO	6207	Ecclesiology			3					
4	CETH		Required Moral Theology Elective			3					

NAME - LN, FN, MI:		TR Inst 1:		TR Inst 2:		TRANSFERS	
CWID#:		credits		credits		credits	
smstr	sigla	number	title	semester taken at ICS (+ ICSST course substitution OR name of transfer institution & grade)			
5	BIBL	6505	<i>Pauline Literature</i>	3			
5	CETH	6407	Catholic Social Teaching	3			
5	PTHO	6112	<i>Preaching Practicum I</i>	2			
5	PTHO	6605	<i>Ministry of Teaching</i>	3			
5	STHO	6204	<i>The Trinity</i>	3			
5	HSTD		<i>Required History Elective</i>	3			
6	BIBL	6205	Wisdom Literature & Psalms	3			
6	PTHO	6401	<i>General Canon Law</i>	3			
6	PTHO	6503	Liturgical Practicum	2			
6	PTHO	6603	<i>Justice and Charity Ministry</i>	3			
6	PTHO		<i>Required Pastoral Elective</i>	3			
Third Theology							
7	PTHO	6007/9	Pastoral Spanish I or III**	3			
7	PTHO	6113	<i>Preaching Practicum II</i>	2			
7	PTHO	6405	<i>Canon Law of Marriage</i>	3			
7	PTHO	6608	<i>Ministry of Leadership</i>	2			
7	PTHO	6609	<i>Ministry Synthesis</i>	1			
7	STHO	6505	Eucharist	3			
7	STHO		<i>Required Systematics Elective</i>	3			
8	PTHO	6008/10	Pastoral Spanish II or IV**	3			
8	PTHO	6726	<i>History of Spirituality</i>	3			
8	STHO	6507	Reconcil & Anoint	3			
8	STHO	6509	Christian Marriage	3			
8	STHO	6740	Priesthood & Ministry	3			
credit totals				132			0

courses to transfer must be (1) of equal credits, (2) graduate, (3) "B" grade or higher, (4) less than 10 years old
 courses in *bold/italic* form part of Academic MDiv; balance of "PPF" courses may apply toward MA

**students should have prior Spanish study or study during Pre-Theology as prerequisite for Intermediate Pastoral Spanish in M.Div