TABLE OF CONTENTS

Table of Contents ................................................................................................................................................. 2
Introduction ............................................................................................................................................................. 3
General Information .............................................................................................................................................. 4
  1. Theology Division Faculty ............................................................................................................................. 4
  2. Academic Honesty and Integrity ..................................................................................................................... 4
  3. Academic Probation ....................................................................................................................................... 4
  4. Academic Representative .............................................................................................................................. 5
  5. Audits ............................................................................................................................................................. 5
  6. Book Purchasing ........................................................................................................................................... 5
  7. Course Syllabi ............................................................................................................................................... 6
  8. Credit Hours ................................................................................................................................................ 6
  9. Class Attendance ......................................................................................................................................... 6
 10. Computation of GPA and Departmental Averages ....................................................................................... 7
 11. Course Evaluations ..................................................................................................................................... 7
 12. Failure Policy .............................................................................................................................................. 7
 13. IELP and English Language Assistance ..................................................................................................... 8
 14. Mid-Semester Reports ................................................................................................................................. 8
 15. Records Policy ............................................................................................................................................ 9
 16. Seminary Style Sheet .................................................................................................................................. 9
 17. Transcripts .................................................................................................................................................. 9
Program of Pastoral Spanish ............................................................................................................................... 10
  1. Purpose ...................................................................................................................................................... 10
  2. Description of Pastoral Spanish Language Program .................................................................................. 11
  3. Placement Examination and Standardized Progress Examinations ........................................................ 11
Master of Divinity Degree Program .................................................................................................................... 13
  1. Program Description ................................................................................................................................. 13
  2. Requirements ............................................................................................................................................. 13
  3. Scholastic Honors for the Master of Divinity Degree .............................................................................. 14
  4. Competency Examinations ........................................................................................................................ 14
    A. Description of the Competency Examinations ......................................................................................... 14
    B. Purpose of the Competency Examinations ............................................................................................ 15
    C. Preparation and Registration for the Competency Examinations .................................................... 15
    D. Format for the Competency Examinations ......................................................................................... 15
    E. Grading of Examinations & Required Average ................................................................................. 16
    F. Summary of Important Dates for the Master of Divinity Competency Examination ....................... 17
Master of Arts in Theology Degree Program ....................................................................................................... 18
  1. Program Description ................................................................................................................................. 18
  2. Degree Requirements ................................................................................................................................. 18
3. Honors..................................................................................................................... 19
4. Comprehensive Examinations.............................................................................. 19
   A. Description of the Comprehensive Examinations ..................................... 19
   B. Purpose of the Comprehensive Examinations ............................................. 20
   C. Preparation for the Comprehensive Examinations ...................................... 20
   D. Format for the Comprehensive Examinations .............................................. 21
   E. Grading of Examinations and Required Average ........................................ 21
5. Guidelines for Research Papers.......................................................................... 22
   A. Preparation and Planning for the Research Paper .................................. 22
   B. Composition of the Research Paper............................................................ 23
   C. Evaluation Guidelines................................................................................ 23
6. Timeline ............................................................................................................. 25
INTRODUCTION

The Theology Division of St. Charles Borromeo Seminary offers a four-year program of intellectual formation on the graduate academic level. The fundamental goals of this intellectual formation program are to increase the seminarian’s own understanding of the faith (fides quarens intellectum) and to provide him with the tools and skills necessary to elaborate the principles of the faith for the people he will serve in the ordained ministry. The curriculum assists the attainment of these goals through a well integrated series of courses designed according to the general principles outlined in the United States Conference of Catholic Bishops’ Program of Priestly Formation.

The courses available to the seminarians cover all the major areas of theological study: Sacred Scripture, Systematic Theology, Moral Theology, Pastoral Theology, Church History, Canon Law, Spirituality, and Liturgy. Particular emphasis is given to contemporary developments in exegetical techniques and theological thought, all presented within the Tradition of the Church. The courses are intended to unfold in a systematic way the riches of Catholic theology and Christian living in order to help form the seminarian as a believer who can bring the timeless faith to bear upon the people of our age.

Seeking to aid the seminarian in his understanding and articulation of the faith, the theological faculty uses a variety of methods in their presentations and instruction including: lecture, research papers, directed readings, computer generated presentations, field trips, guest lecturers, projects and practica.

The St. Charles Borromeo Seminary Catalog contains a complete description of the priestly formation program at Saint Charles Borromeo Seminary and the Religious Studies Division. Course descriptions may be found in that publication. The Academic Handbook of the Theology Division is a collection of supplementary material related to the intellectual formation program of the Theology Division.
GENERAL INFORMATION

1. Theology Division Faculty

The Theology Division Faculty of the Theology Division acts as an advisory body in order to assist the Academic Dean in the administration of the Academic Program of the Theology Division. One particular role of the Faculty is to serve as that body with which the Academic Dean ordinarily consults or from which he receives advice regarding the curriculum and operation of the Academic Program of the Theology Division.

2. Academic Honesty and Integrity

Saint Charles Borromeo Seminary presumes that all seminarians come to Saint Charles with a desire to embrace all aspects of formation including the intellectual component. They take upon themselves the desire to grow in wisdom and knowledge of the faith and its development. As they enter into the realm of academic life they seek to fulfill all the requirements with honesty and seek excellence in their work.

Accordingly the policy of the Theology Division, is as follows: “An important sign of one’s sincerity in committing his life to the service of the Lord and of the Church is the seminarian’s observance of total honesty in the pursuit of his formal studies. No instance of plagiarism, cheating, or falsification of research work, examinations or academic records will be tolerated and will make the seminarian liable to dismissal.”

3. Academic Probation

As noted in the Catalog, any seminarian whose cumulative grade point average drops below a 2.00 or who has failed a core or an elective course while maintaining a 2.00 average will be placed on academic probation.
4. Academic Representative

Academic Representatives are elected from each of the four classes in the Theology Division (First Theology, Second Theology, Third Theology, and Fourth Theology). Any seminarian with a concern(s) regarding the intellectual formation program in the Theology Division is to bring this to the attention of the class Academic Representative who in turn presents the concern(s) to the Academic Dean. The representatives also act as liaisons between the Academic Dean and the particular classes as well as between particular professors and the class. Among the responsibilities of the Academic Representative is the distribution and collection of the course evaluation forms at the conclusion of each semester.

5. Audits

Seminarians with a cumulative grade point average above a 3.00 who wish to take an extra course (that is above the regular course load) during the Academic Year in either the Theology Division or the Religious Studies Division may do so only with the approval of the Academic Dean of the Theology Division and when appropriate the Academic Dean of the Religious Studies Division. Seminarians who wish to audit a course should contact the Academic Dean, Theology Division.

6. Book Purchasing

The Office of the Academic Dean, Theology Division posts the required and recommended text books/readings for each course on the Saint Charles Borromeo Seminary website. Hard copies are also available in the Office of the Academic Dean, Theology Division. It is the responsibility of the students to order and purchase course texts books/readings.
7. Course Syllabi

A course syllabus is to be generated by the professor for each course taught in the Theology Division. The syllabi are distributed to the students in the beginning of each semester and should provide them with the following information: a description of the course, expected outcomes of the course, the methods used for evaluation of the seminarian’s learning, a schedule of topics to be covered in the course, a list of the expectations for the students and a bibliography for further reading.

8. Credit Hours

Course sessions are described in terms of credit hours. In the Theology Division a class is either a three-credit course or a one credit-course. The three credit classes meet twice a week in one hour fifteen minute sessions. The one credit courses meet at least ten periods a semester.

9. Class Attendance

Attendance in all regularly scheduled and re-scheduled classes is required for all seminarians in the Theology Division. Permission to be absent from class will be given only for serious reasons. Except for times of emergency any seminarian who needs to be excused from class attendance for a particular day or for a particular period of time should notify the Academic Dean well in advance of the absence. Providing the seminarian has the permission of the Academic Dean to be excused from class, the seminarian has the responsibility to inform his professors and to receive the class assignments for that day or period. The seminarians should also seek the permission of the Dean of Men to be absent from campus.

Occasionally a seminarian may be absent from class due to illness. Upon return to the regular schedule the seminarian should inform the Academic Dean of the reason for the absence and consult the particular professor/s for his assignment.
10. **Computation of GPA and Departmental Averages**

The grade point average (GPA) is formulated in the following manner.

First, the course mark value (A=4.00; B=3.00; C=2.00; D=1.00; F=0; I=0; W is not included) is multiplied by the number of credit hours for each course.

Second, the total value for all the courses is calculated.

Third, this figure is divided by the total number of credit hours resulting in the grade point average.

Departmental averages are calculated in the same manner including only and all courses from a particular department.

11. **Course Evaluations**

Course evaluations are completed every semester for all courses taught in the Theology Division. The Theology Division uses the Student Instruction Report II of Educational Testing Services, Inc. The evaluation packets are distributed to the Academic Representatives toward the end of each semester. Each class is given the last fifteen minutes of the penultimate class of each course to complete the evaluation. When the course evaluations are completed, the academic representative returns the packet to the Office of the Academic Dean. At the conclusion of the semester all the reports are sent to ETS for processing. When the evaluation reports are returned to Saint Charles Borromeo Seminary, the Academic Dean distributes them to each professor with a complete set being sent to the Rector and Vice Rector and departmental sets are distributed to the Department Chairs of the Theology Division.

12. **Failure Policy**

Any seminarian who receives a failure in a particular course needs to meet with the Academic Dean. The seminarian may retake the final examination for the course within one month of receiving the grade. Should he pass the retake examination he will
receive a “D” 70 grade for the course. If the retake results in another failure the seminarian will have to retake the course. Both courses will be recorded on the official transcript and calculated into the cumulative grade point average.

13. **IELP and English Language Assistance**

Proficiency in the English language is required by all seminarians taking courses in the Theology Division. Any seminarian who is having difficulty with his English skills may participate in the Intensive English Language Program in the College Division (with the approval of the Academic Deans of the Theology and College Divisions). At times a full-time program is needed to assist the seminarian in learning English. In these cases and in consultation with the Vocation Director of the appropriate diocese, the Academic Dean will enroll the seminarian in the English as a Second Language (ESL) Program associated with Saint Joseph’s University. The financial arrangements for the program will be arranged between the Academic Dean and the (arch)diocese/religious order of the seminarian.

14. **Mid-Semester Reports**

Mid-Semester Reports are submitted to the Academic Dean by the faculty in the middle of each semester. The reports provide an update on the seminarians’ progress in the particular course. The forms are intended to give feedback to the student regarding his progress and participation in class. Professors are encouraged to submit forms for each student they teach and are required to complete the form for anyone who has a “D” average or lower or is in danger of failing a particular course.

The forms are submitted to the Academic Dean who in turn will present copies to the Rector, Dean of Men, and the individual seminarians’ Formation Advisor. Any student receiving a “D” grade or below will meet with the Academic Dean to discuss the reasons for the poor performance in the class. 
15. **Records Policy**

All current academic records are kept on file in the Office of the Academic Dean. Pertinent records are transferred to the Office of the Registrar when a seminarian either completes all the degree programs for which he is registered or if he leaves the seminary formation program. The records are retained permanently.

16. **Seminary Style Sheet**

The General Faculty of Saint Charles Borromeo Seminary has elected to use *Turabian Manual of Style* as the “style sheet” for all written work submitted by seminarians. The style sheet is to be used as the basis of all term papers, reports, essays, etc. Seminarians are encouraged to be familiar with the guidelines in this text.

17. **Transcripts**

Grade Sheets are distributed by the Office of the Registrar at the conclusion of each semester. Copies of the official transcripts are distributed at the completion of the degree program. Seminarians may request copies of the transcripts at any time from the Registrar.
PROGRAM OF PASTORAL SPANISH

1. Purpose

Within its Program of Priestly Formation for Pastoral Ministry, Saint Charles Borromeo Seminary has for some years developed and offered its Spanish Language and Ministry to Hispanic Catholics Program. The general goals of the Spanish Language and Ministry to Hispanic Catholics Program are as follows:

To provide each seminarian with a more comprehensive understanding of Ministry to Hispanic Catholics in the United States by fostering greater clarity with regard to the generally enriching experience that results from involvement in cross-cultural pastoral and apostolic service to the People of God.

To develop advanced-level competency in essential language acquisition skills thereby enabling each seminarian to grow in a sense of comfort, ability and confidence in pastoral situations related to Hispanic Ministry.

To venture far beyond a language textbook by treating attentively all cultural elements indigenous to such ministerial situations especially concerning celebration of the Eucharist and all other sacraments.

The Spanish Language and Ministry to Hispanic Catholics Program is integrative, in that aspects of the program are supported by all four areas of priestly formation: intellectual formation, spiritual formation, pastoral and apostolic formation, and human formation.

In the area of spiritual formation, the Seminary’s general program provides for regular celebrations of the Eucharist in Spanish, normally on a three times-per-month basis. In the area of human formation, the Seminary’s general program provides
opportunities, through the diversity of its enrollment, for non-Hispanic seminarians to interact with seminarians of Hispanic backgrounds, whose first language may be Spanish.

In the area of pastoral apostolic formation, a wide variety of pastoral placements is available, including placements which allow the seminarian to work in Hispanic Ministry and/or in parishes or institutions with significant Hispanic populations.

2. Description of Pastoral Spanish Language Program

In the area of intellectual formation, the Seminary’s College Division curriculum includes two required courses (six semester credit hours) in Spanish as part of the Bachelor of Arts curriculum. In the Theology Division, within the Department of Pastoral Theology, the Seminary offers a total of three courses (nine semester credit hours) titled as follows: Basic Pastoral Spanish, Intermediate Pastoral Spanish, and Pastoral Spanish and Sacramental Practicum. These courses are elective but are required of all seminarians whose dioceses or religious communities opt for the Spanish Language and Ministry to Hispanic Catholics Program. For seminarians whose dioceses or religious communities require such courses, enrollment is incorporated into the normal curriculum in place of other electives, and the courses can be taken as part of the normal program without carrying an overload.

3. Placement Examination and Standardized Progress Examinations

Seminarians in the Theology Division who are required to take the Spanish language courses and who have had previous opportunities to study the Spanish language are given the opportunity to take a placement examination to determine the appropriate level for their ability. The test will be administered in the beginning of each academic year. Students in First and Second Theology are welcome to take this as the placement examination.
All seminarians are welcome to use it as an instrument to evaluate the development of their Spanish language skills. Since the Spanish language courses are taken as “electives” in the Theology Division any seminarian who is excused from a course due to proficiency will need to take another elective in its place.
1. Program Description

The Master of Divinity Degree is considered the foundational degree of the academic program in the Theology Division. The degree is designed for students who are in formation for ordained ministry thus the program is designed to provide explicit preparation for pastoral ministry. The course of study in this program focuses on the implementation in pastoral practice of knowledge received in the various courses in the Theology Division.

2. Requirements

The following is a description of the Master of Divinity Degree requirements:

A. Successful completion of the first six semesters of the core curriculum (First to Third Theology) (88 credits).

B. Successful completion of one elective course from the Pastoral Theology Department in the first six semesters. (3 credits)

C. Successful completion of the Master of Divinity Competency Exam thus a minimal score of “77” overall with at least a “70” in each of the four departmental examinations (Sacred Scripture, Systematic Theology, Moral Theology, Pastoral Theology), for a complete description see below.

D. Attaining a 2.00 minimal cumulative grade point average.
3. Scholastic Honors for the Master of Divinity Degree

Scholastic honors will be awarded to an individual seminarian if he achieves at least an “85” on the Master of Divinity Competency Examination and the following grade point average:

3.20  –  *Cum Laude*

3.50  –  *Magna Cum Laude*

3.80  –  *Summa Cum Laude*

4. Competency Examinations

A. Description of the Competency Examinations

The Theology Division maintains competency examinations as an essential component of the Master of Divinity Degree Program. Neither extra course work nor a written thesis are acceptable substitutes for these examinations.

Degree candidates are required to take both written and oral competency examinations in order to integrate their course work in four major theological disciplines, including: Sacred Scripture, Systematic Theology, Moral Theology and Pastoral Theology.

Students are eligible to take the competency examinations only after the successful completion of at least five semesters of theological study in which a cumulative grade point average of 2.00 has been attained.

All requirements for the Master of Divinity Degree, including the competency examinations, can ordinarily be fulfilled in three years of full-time study in the Theology Division. The maximum time for fulfillment of all requirements is four years. Transfer students must complete a minimum of four semesters of full-time study in the Theology Division and meet all other requirements in order to qualify for the Master of Divinity Degree.
B. Purpose of the Competency Examinations
The competency examinations are designed to:

a) certify that the candidate has a reasonable grasp and understanding of the basic tenets of Catholic Theology as befits an ordained minister of the Church;

b) foster the candidate’s ability to integrate the content of the various courses in the Theology Division curriculum, with an eye to its use in pastoral settings.

C. Preparation and Registration for the Competency Examinations
At the end of his second year of theological study, each candidate will be presented with a study guide drawn from individual courses in the curriculum of the first five semesters of theological study. The candidate is responsible to be conversant with the material in all four major theological disciplines and to supplement course work with appropriate readings in preparation for the examinations.

The competency examinations are ordinarily scheduled in January each year. Registration for the examinations should be made in the Office of the Academic Dean no later than December 1 of the year prior.

D. Format for the Competency Examinations
The two components of the competency examinations are:

a) a written examination consisting of four sections, one for each of the four major theological disciplines; questions for the examination will be drawn from the study guide provided to each candidate at the end of the second year of theology. The written examinations are normally given in two sessions of one hour and fifteen minutes over a two day period.
b) an oral examination of thirty minutes in length; the seminarian will be examined by a board of examiners representing each of the four major theological disciplines. Questions will be drawn from study guides provided for each candidate at the end of the second year of theology. The oral examination assesses the seminarian’s global mastery of the teaching of the Church, particularly how each theological discipline is related to the others and how theological knowledge is applied to pastoral situations.

No reference materials will be permitted for use by the candidate in either the oral or written examination.

E. Grading of Examinations & Required Average

Examinations are evaluated on a numerical basis; the written and oral components each comprise fifty percent of the final grade. Each of the four sections of the written examination is graded individually and an average grade for the written component is then calculated. In the oral examination, each examining professor submits an individual grade and an average grade for the oral component is then calculated. The final grade for the competency examinations is the average of the two grades achieved in the written and oral components.

Degree candidates are required to attain a passing grade (70/100) in the oral examination, a passing grade (70/100) in each section of the written examination and a final grade of at least 77/100 in order to qualify for the Master of Divinity Degree.

A candidate who does not receive a passing grade in either the oral examination or in any individual section of the written examination is required to take and pass another examination in the failed section(s) within two months in order to qualify for the degree. The re-take examination will be prepared by the department chairperson(s) of the section(s) which have been failed. For the purpose of re-examination, the highest grade given for a
successful re-take of any failed section(s) of the competency examinations is 70/100.

Degree candidates who pass all sections of the competency examinations but fail to achieve the minimum final grade of 77/100 may re-take the competency examinations (both the oral component and all four sections of the written component) the next time the examinations are offered in the Theology Division. Candidates are not ordinarily eligible to retake the competency examinations more than once.

F. Summary of Important Dates for the Master of Divinity Competency Examination

<table>
<thead>
<tr>
<th>May of Second Theology</th>
<th>Study Guides distributed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>November of Third Theology</td>
<td>Registration for exam and selection of area of concentration.</td>
</tr>
<tr>
<td>December of Third Theology</td>
<td>Exam procedure guidelines are distributed. Examination schedule is posted.</td>
</tr>
<tr>
<td>January of Third Theology</td>
<td>Competency Examination.</td>
</tr>
<tr>
<td>May of Third Theology</td>
<td>Concursus and the Awarding of the Master of Divinity Degree to those who have successfully completed the degree requirements.</td>
</tr>
</tbody>
</table>
MASTER OF ARTS IN THEOLOGY
DEGREE PROGRAM

1. Program Description

The Master of Arts degree is designed as an academic degree that investigates the theological disciplines in an in-depth manner focusing on speculative and historical aspects of knowledge received in the various courses offered in the Theology Division. The program is open to Seminarians who have already earned the Master of Divinity degree and have met all other program prerequisites. Students from the Archdiocese of Philadelphia who meet the prerequisites for the Master of Arts degree program are expected to complete the requirements for the Master of Arts degree program. Exceptions may be given, only for serious reason, by the Academic Dean, Theology Division after consultation with the Vice Rector and the Rector.

2. Degree Requirements

The following is a description of the Master of Arts Degree requirements:

A. Prerequisites

1. Successful completion of two electives (6 credits) from the area of concentration (Sacred Scripture, Systematic Theology, Moral Theology, Pastoral Theology).

2. Successful completion of the Master of Divinity degree (88 credits) earning a 3.00 cumulative grade point average.

3. Attaining a minimal 3.00 cumulative grade point average in the area of concentration.

B. Requirements
1. Successful completion of all courses in Fourth Theology (24 credits plus 6 elective credits in the area of concentration plus 6 credits for the research and thesis; thus a total of 36 credits).

2. Successful completion of a thesis expected to be a minimum of fifty pages (double-spaced typing) of text in the area of concentration (6 credits—3 credits for research and 3 credits for the written thesis).

3. Maintaining a 3.00 cumulative grade point average.

4. Maintaining a 3.00 cumulative grade point average in the area of concentration.

5. Successful completion of the Comprehensive Oral Examination. For more information see below.

3. Honors

Scholastic honors will be awarded to an individual seminarian if he achieves at least an “85” in the Comprehensive Oral Examination and the following grade point averages:

3.20 – Cum Laude

3.50 – Magna Cum Laude

3.80 – Summa Cum Laude

4. Comprehensive Oral Examination

A. Description of the Comprehensive Oral Examination

The Theology Division maintains the oral comprehensive examination as an essential component of the Master of Arts Degree Program. Neither extra course work nor a research paper are acceptable substitutes for this examination.

Degree candidates are required to take an oral comprehensive examination in order to integrate their course work within an area of concentration chosen by the student. The areas of concentration
currently available include: Sacred Scripture, Systematic Theology, Moral Theology and Pastoral Theology. Registration forms for the comprehensive examinations are available in the Office of the Academic Dean.

Students are eligible to enroll for the oral comprehensive examination only after the successful completion of the Master of Divinity Degree, with an overall 3.00 cumulative grade point average and a 3.00 cumulative grade point average in core and elective courses within the area of concentration chosen for the Master of Arts Degree, along with the successful completion of a research paper in courses within the area of concentration.

B. Purpose of the Comprehensive Oral Examination

The comprehensive examination is designed to:

a) foster the candidate's ability to synthesize the content of the various courses in the Theology Division curriculum, along with independent reading within one's chosen area of concentration;

b) provide the candidate an opportunity to demonstrate the scope of his knowledge;

c) encourage in the candidate a scholarly attitude, critical thinking and a sustained personal commitment to independent reading within the field of theological scholarship.

C. Preparation for the Comprehensive Oral Examination

In preparation for the comprehensive examination, the candidate is expected to supplement his course work with appropriate readings within the chosen area of concentration, in order to integrate and expand his knowledge in the chosen area of concentration.
At the time of his declaration of intention to pursue the Master of Arts Degree, each candidate will be presented with a common list of required readings within the chosen area of concentration; this list includes not only textbooks for individual core courses, but also primary sources and significant authors within the area as a whole. The candidate is responsible to be conversant with the range of scholarly material addressed in the required readings.

D. Format for the Comprehensive Examination

The comprehensive examination is ordinarily scheduled in the Spring term each year. Registration for the examination should be made no later than December 1 of the immediately prior year. The comprehensive oral examination consists of a thirty-minute discussion, ordinarily with three and no less than two theology professors, on the research compiled for the thesis and on the significant issues addressed in the courses and required readings within the chosen area of concentration. A question and answer format is employed; no formal presentation is made by the candidate. Attention should be given both to issues of importance within the chosen area of concentration and to their relationship to the general area of theological scholarship.

E. Grading of the Examination and Required Average

The grading of examination is based primarily upon mastery of the material, ability to synthesize rather than merely memorize information, and clarity/organization of presentation. The Examination is evaluated on a pass/fail basis, where a passing grade is equivalent to at least 85/100. The final grade for the oral examination is the average of the grades submitted by the examining professors. The final grade for the Master of Arts Degree is the average of the two grades achieved in the oral examination and for the written thesis.

Each candidate is required to attain a passing grade in both the oral examination and the thesis (85/B). Candidates who do not receive a passing grade in either component of the degree
requirements are required to retake/resubmit that component in order to qualify for the Master of Arts Degree, and are not ordinarily eligible to retake the examination more than once.

5. Guidelines for Research Papers

Students in the Theology Division who intend to qualify for the Master of Arts Degree are required to choose two elective courses within a specific area of concentration (Sacred Scripture, Systematic Theology, Moral Theology or Pastoral Theology) and successfully complete a formal research paper in the same area of concentration. The topic of this research project may be generated out of the content of an individual core course or an elective in the area of concentration, or may be drawn from a key topic in the area of concentration which is of particular interest to the student.

A. Preparation and Planning for the Research Paper

Each candidate is expected to consult with a professor within the chosen area of concentration regarding the selection of a topic for the research paper. This professor selected by the student will act as Research Director for the student and will be the final evaluator of the research paper.

The candidate is required to complete a formal registration of the research paper and submit that registration to the Academic Dean; this registration includes the following, all of which must first be approved by the research director by way of his/her signature on the registration form no later than September 30 of the seminarian’s entrance into Fourth Theology:

a) a brief statement describing the specific topic of research
b) an outline of the topic being treated
c) an initial bibliography

Since the research paper is an instrument for the development and demonstration of the skills proper to a graduate
academic degree, it must evidence a scholarly research process according to the particular academic methodology dictated by the topic of the paper.

B. Composition of the Research Paper

Since the research paper is an instrument for the development and demonstration of the skills proper to a graduate academic degree, it must evidence both a scholarly research process and a sound theological methodology.

Although length is a function of content and some topics may require more extensive treatment, the research paper is ordinarily expected to be a minimum of fifty pages (double-spaced typing) of text. The formatting of the research paper must follow the particular style approved by the seminary administration and faculty.

In order to better aid both Student and Research Director in the timely completion of the thesis paper these writing guidelines should be followed. By January 31 of Fourth Theology the student must present a minimum of 16 original pages of text to his Research Director for feedback. This process is to be repeated by the last day of February and the last day of March to ensure that the student is on pace to finish edits and/or rewrites in a timely fashion. With the third submission of text it is expected that a full preliminary draft of the paper has been completed by the last day of March.

Ordinarily the research paper must be completed and submitted to the Research Director for grading by April 15 of the student’s final academic year. A minimum grade of B/85 is required for the satisfactory completion of the research paper.

C. Evaluation Guidelines

Research papers will be evaluated on the following criteria [based on the subject matter and scope of the paper some criteria may receive more attention than others]:

THEOLOGY DIVISION ACADEMIC HANDBOOK 24
1. Research: the competency to gather appropriate data drawn from authoritative sources around a chosen topic.

2. Interpretation: the competency to understand the meaning of the sources in their original context.

3. Historical Awareness: the competency to trace the historical development of the sources from their original contexts into contemporary times.

4. Pastoral Value: the competency to demonstrate the value of research for the student as a priest and for the pastoral situation in which he will minister.

5. Dialectic Integrity: the competency to include in the presentation, whenever appropriate, opposing views on the chosen topic, expressed both in the original era of the topic and, where applicable, in subsequent eras.

6. Dogmatic Integrity: the competency to demonstrate a knowledge of the Church’s normative faith tradition and how it impacts on the chosen topic.

7. Originality: the competency to draw new insights and hypotheses from research on the chosen topic.

8. Organization: the competency to organize and to synthesize research materials into an understandable whole.

9. Communication: the competency to articulate clearly, with unity, emphasis and coherence in the presentation based on a consistent grammatical style and usage.
6. **Timeline**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Register for Comprehensive Examination</td>
<td>January of Fourth Theology</td>
<td></td>
</tr>
<tr>
<td>Oral Examination</td>
<td>March of Fourth Theology</td>
<td></td>
</tr>
<tr>
<td>Completion of Research Paper</td>
<td>April of Fourth Theology</td>
<td></td>
</tr>
<tr>
<td>Upon completion of all requirements</td>
<td>Awarding of the Degree</td>
<td></td>
</tr>
</tbody>
</table>