

**THE UNIVERSITY OF DAYTON
DEPARTMENT OF RELIGIOUS STUDIES**

GRADUATE STUDENT HANDBOOK

Please read the *Religious Studies Graduate Student Handbook*. Make sure that you understand the policies and procedures for your program. Once you have done so, please sign this signature sheet, detach it from your handbook and return it to the Department of Religious Studies to be kept in your student file. Please return this form no later than three weeks after the beginning of your first semester of course work .

My signature verifies that I have read and understand all sections of the *Religious Studies Graduate Student Handbook* that apply to the graduate program in which I am matriculating. It also verifies that I am held to the standards set forth in the *Religious Studies Graduate Student Handbook*.

Student Signature

Date

Chair / Director of Graduate Studies

Date

INTRODUCTION

Welcome to graduate studies in the Department of Religious Studies at the University of Dayton. We are pleased that you have decided to join our community of scholars. Together, in our teaching and research, we share in the privilege of doing theological reflection, critically examining complex religious issues, and exploring the practices of ministry. We invite you to take full advantage of all the opportunities that our graduate programs offer so that your time of study here will be intellectually challenging, faith enriching, personally constructive, and practically useful.

The *Religious Studies Graduate Student Handbook* provides important information, procedures, and policies specific to obtaining the Master of Arts and Doctor of Philosophy degrees. Familiarity with the material in this handbook ensures that students will be able to complete their course of studies in a timely fashion. This information, as well as periodic additions, updates, and additional resources are available through our website at <http://www.udayton.edu/~relstudy>.

The material presented here supplements the information found in *The University of Dayton Graduate Student Bulletin*. Graduate students in the Department of Religious Studies are fully responsible for understanding and fulfilling all basic requirements and procedures mandated by the University of Dayton Graduate School as described in the *Bulletin* and the requirements and procedures mandated by the Department of Religious Studies in the *Graduate Student Handbook*. Students will be held accountable for meeting the deadlines and following the procedures pertaining to their programs as outlined below. A copy of the *Bulletin* can be obtained through the Graduate School or the Religious Studies Office. If directives in the *Religious Studies Graduate Student Handbook* conflict with those in *The University of Dayton Graduate Student Bulletin*, the latter is to be followed.

RELIGIOUS STUDIES MASTER'S PROGRAMS The Master of Arts in Religious Studies is designed so that students may obtain a comprehensive foundation in the contemporary study of theology and religion in the areas of biblical studies, historical theology/church history, systematic theology, ethics/moral theology, and pastoral theology. The course of studies focuses primarily on the Christian heritage, with an emphasis on the Roman Catholic tradition, and integrates classical theological methods with practical and pastoral concerns and multi-cultural and cross-disciplinary approaches. Inclusion of ecumenical and interfaith perspectives throughout the master's programs offers another important dimension to the contemporary study of theology and religion. To more effectively meet the specialized needs of students, some preparing for further advanced studies, others for ministerial professions, the Religious Studies Department offers two master's programs: Theological Studies and Pastoral Ministry. Both Religious Studies master's programs challenge students to join faculty in critical reflection on significant religious issues through intensive reading, engaged discussion, focused research, and effective writing. **Theological Studies**The master's program in Theological Studies serves those students interested in comprehensive graduate studies in theology and religion. Depending on previous experiences and desired outcomes, students preparing for ministry as well as those preparing for doctoral studies may find this program most suited to their needs. After completing the basic requirements, students are encouraged to organize the remainder of their course of studies according to their specific academic interests and professional goals. Graduates from the master's program in Theological Studies should be able to demonstrate a basic understanding of biblical sources, major historical developments in Christianity, and central concepts in systematic and moral theologies. **Pastoral Ministry**The master's program in Pastoral Ministry serves those students preparing for ministerial professions, especially for positions currently identified as "lay ecclesial ministry" within the Roman Catholic Church. The program's basic requirements offer students a comprehensive introduction to the theological, ethical, historical, and biblical resources that ground a Christian minister's work. The additional requirements introduce students to the basic principles of pastoral theology and selected pastoral skills that are applicable in most ministerial settings. After completing all requirements, students are encouraged to organize the remainder of their course of studies according to the competencies required in their chosen field of ministry. Graduates from the master's program in Pastoral Ministry should be able to demonstrate an ability to draw upon basic theological, ethical, historical, and biblical sources to do theological reflection that guides and sustains effective ministerial practices.

ADMISSION

The following classifications identify students' admission status in the Religious Studies master's programs.

Regular Status

Regular status graduate students are those who have met all the requirements for admission into the master's programs of the Department of Religious Studies. Students must take no fewer than 6 credits per semester during the regular academic year to be classified as full-time. Part-time as well as full-time students normally register for courses in consecutive semesters until completion of their programs. Summer-only students normally register for courses in consecutive summers. Only those students who register consecutive semesters automatically receive registration materials from the University of Dayton Graduate Registration. This policy applies to summer students as well as

those who attend throughout the year. Students who wish to receive registration materials after missing a semester must contact Graduate Registration (937-229-3723) no later than June for the fall term, October for the winter term, and March for the summer term.

Conditional Status

In certain exceptional cases, students with an undergraduate cumulative grade point average of less than 3.0 or its equivalent may be accepted on a probationary basis. These students will be required to complete at least 6 credit hours of Religious Studies graduate course work in which they receive quality points of 3.0 or higher. Students will not be granted regular status admission into a master's program until this condition is met. Failure to meet this condition will terminate the student from the program.

Non-degree Status

Non-degree status refers to those who take a limited number of Religious Studies master-level graduate courses for academic credit without official admission to a University of Dayton graduate program. Those students who intend to apply for admission into a Religious Studies master's program must do so before completing 9 semester credits. Failure to apply in a timely manner may preclude counting some of the completed credits toward the degree. Students classified under the non-degree status are required to complete the standard graduate student admission process, even if they have successfully completed Religious Studies graduate courses at the University of Dayton.

Reactivation of Regular Status " / 3

Students unable to enroll in graduate courses for a calendar year or more need to inform the Religious Studies Director of Graduate Studies by phone or in writing that they are resuming their course of studies.

FINANCIAL ASSISTANCE AVAILABLE TO MASTER'S STUDENTS

Master's Graduate Assistantships

Master's graduate assistants are given unique opportunities to work closely with faculty, staff, and other graduate students in teaching, research, and a variety of other projects that contribute to the students' professional development in their chosen fields. Master's graduate assistantships are awarded on a competitive basis to master's students able to attend full time during the regular academic year. To be awarded an assistantship, an applicant must first be accepted into the master's program. Assistantship positions are available in the Department of Religious Studies and Campus Ministry. Assistantships awarded in the spring are granted for the following academic year. Upon a review that determines satisfactory performance, the assistantship may be renewed for a second year. Those interested in applying for these positions should first contact the proper office and request an application form. The differences in position responsibilities require the Department of Religious Studies and Campus Ministry to utilize different applications. Those interested in applying to both programs must submit two separate applications to the respective offices. All application materials are due to the proper office (i.e., Department of Religious Studies

or Campus Ministry) no later than March 1st.

Graduate Assistants in the Department of Religious Studies

Graduate assistants in the Department of Religious Studies receive a stipend* plus remission of fees and 18 semester credits of tuition per academic year. From mid-August through mid-May, recipients are expected to dedicate an average of 20 hours per week to quality work for the department. A graduate assistant can anticipate having at least one semester over the course of two years (presuming one-time renewal of an assistantship) in which he or she works intensively with an individual faculty member in teaching and another semester with a comparable experience in doing research. During any given semester, a graduate student usually divides her or his time between at least two major assignments. One assignment ordinarily involves working directly with specific faculty; the other usually supports the general work of the department. For further information on Religious Studies graduate assistantships, please contact the Department of Religious Studies.

Graduate Assistants in Campus Ministry

Graduate assistants in Campus Ministry receive a housing package as well as a stipend* and remission of fees and 18 semester credit hours of tuition per academic year. Campus Ministry graduate assistants receive specific ministry appointments as members of the larger Campus Ministry team. From early August through early May, recipients are expected to dedicate an average of 20 hours per week to their assigned ministry. Campus Ministry assistants can anticipate working intensively with a professional campus minister serving undergraduates in a variety of contexts. For further information on Campus Ministry assistantships, please contact Campus Ministry.

*All University of Dayton graduate assistants also have access to individual health care coverage for a small fee deducted from the monthly stipend paycheck; family coverage is also available for a larger fee.

Graduate assistantships may also be available through the International Marian Research Institute, the Institute for Pastoral Initiatives, and the Department of Residential Programs. Interested applicants are encouraged to contact these offices for further information.

Scholarships for Graduate Students

The Department of Religious Studies offers graduate students two scholarship opportunities: the Martin Memorial Scholarship and the Patrick J. Tonry, S.M., Scholarship for the Advancement of Women in Ministry. Part-time students as well as full-time are eligible. To obtain either scholarship application, please call the Department of Religious Studies. Students must also submit a completed FAFSA form, obtained from and submitted to the University of Dayton's Office of Financial Aid. Application deadline for both scholarships (including the FAFSA form) is two weeks prior to the first class day of each term.

Martin Memorial Scholarship .

Established at the request of his family, the scholarship honors the memory of Thomas M. Martin, late chair of the Department of Religious Studies. Awarding money from this scholarship fund

serves as a witness to Professor Martin's fostering within the Department of Religious Studies a oneness of spirit – a oneness that extends beyond the boundaries of time. This scholarship fund provides tuition assistance for Religious Studies graduate students at the University of Dayton.

Patrick J. Tonry, S.M., Scholarship For The Advancement of Women in Ministry .

The Patrick J. Tonry, S.M., Scholarship for the Advancement of Women in Ministry, established in 1996, provides tuition assistance to women who can demonstrate financial need and whose professional orientation is toward ministry in the Church. Scholarships are awarded to women without regard to race or religion, as determined in accordance with the procedures and practices established by the President and the Board of Trustees of the University of Dayton.

A limited number of other scholarships for religious studies graduate students are available. Applications are made through the funding institutions (e.g., dioceses and catechetical publishers) rather than the University of Dayton. The Department of Religious Studies can provide initial contact information for those wishing to explore these external funding sources. Additional information regarding loans and grants available to graduate students may be obtained through the University of Dayton's Office of Financial Aid.

ACADEMIC ADVISING

Director of Graduate Studies

The Director of Graduate Studies functions as the initial advisor for all incoming master's students. All students are asked to arrange a meeting with the Director of Graduate Studies as soon as possible after acceptance into the master's program. This initial meeting provides an opportunity to discuss the Department of Religious Studies' general expectations of graduate students, the master's programs' basic requirements, and students' questions and concerns. Normally the Director of Graduate Studies assists the students in course selection for their first semester and provides early guidance in determining their course of studies to meet their particular academic interests and professional goals. In this first meeting with the Director of Graduate Studies, students should also attend to program-related issues such as the transfer of graduate courses from other institutions. Throughout their course of studies, graduate students are expected to inform the Director of Graduate Studies of program-related concerns, questions, and conflicts especially when these matters interfere with students' successful completion of their master's programs. Difficulties with the Director of Graduate Studies should be brought to the attention of the chairperson of the Religious Studies Department.

Academic Advisors

No later than the completion of their tenth semester hour of course work, students must formally choose an academic advisor from among the full-time Religious Studies faculty who teach in the master's programs. The student contacts the faculty member whom he or she seeks as advisor. If consent is obtained, the student must inform the Director of Graduate Studies or the director's assistant of the selection so that the choice can be noted in the student's file. Students may also continue with the Director of Graduate Studies as their advisor; even in this case, students should formally ask the Director of Graduate Studies to ensure that the choice is noted in their files.

Program Proposals

Prior to finishing their twelfth hour of graduate course work, students, in consultation with their academic advisors, should complete the "Program Proposal" form. The form is designed to assist students in the choice and timing of graduate courses to ensure completion of requirements and appropriate selection of electives. The form requires graduate students in Theological Studies to identify their choice for the final research requirement: thesis, comprehensive project, or research paper. Pastoral Ministry students must indicate their choice of either a 3 or 6 credit Practicum. The form must be signed by the student, the academic advisor, and the Director of Graduate Studies. The completed and signed form is kept in the student's file. A sample of the form is included in this handbook (page).

Advisor hold

'Advisor hold' refers to a tag placed on students' electronic records to prevent students from registering without the signature of their academic advisor, the Director of Graduate Studies, or the Religious Studies chairperson. Incoming graduate students automatically receive the 'advisor hold' designation. The 'advisor hold' is not removed until the Religious Studies master's students have completed Research Methods (REL 500A) and the three Foundations courses (REL 500 B, C, D) and submitted a completed Program Proposal form. An 'advisor hold' is placed on the electronic records of any student who accumulates more than one "P" or "I" in his program course work. Phone registration is not possible until the "advisor hold" is removed.

GENERAL POLICIES AND PROCEDURES FOR MASTER'S PROGRAMS IN RELIGIOUS STUDIES

The master's programs in Theological Studies and Pastoral Ministry require that students complete 36 semester credit hours for graduation. The majority of those 36 graduate credits should be Religious Studies courses at the University of Dayton; 7 semester credits are reserved for general requirements common to both programs.

Residency Requirement

Master's students fulfill the residency requirement by completing at least 24 semester credits, or its equivalent, through the University of Dayton. This minimum allows for 6 hours of transfer credits and 6 of cross_registration credits. Students in the Fort Wayne program should consult the site-coordinator for the particular residency requirements associated with that program.

Program Time Limit

All master program requirements must be completed within 7 calendar years from time of matriculation. In extreme circumstances, students may submit to the Director of Graduate Studies a written request for an extension. The written explanation for the delay is submitted to the Director of Graduate Studies who must present it to the Dean of the Graduate School. The Dean makes the final determination.

Transfer of Credits

Master's students may ordinarily transfer no more than 6 semester credit hours of course work completed at another institution. Transfer credit is generally limited to graduate-level courses in theology and related fields. Occasionally, an exception is made for a single course from another

academic discipline that contributes significantly to a student's academic interests and professional goals. Credit transfer is granted only for courses in which the student has received a grade of 'B' or higher. Normally, no courses completed more than five years prior to the starting date of matriculation in the Religious Studies master's programs at the University of Dayton are eligible for transfer.

Students must use the following procedure to transfer credits into their Religious Studies master's programs from other accredited graduate programs. The slight variations noted below are due to when students completed the courses relative to their matriculation at the University of Dayton. The procedure has the following five components.

1. The student writes a letter requesting that the Director of Graduate Studies petition the Graduate School to transfer credit. Only a single letter is required of those students who completed the courses prior to entering the master's program in Religious Studies at the University of Dayton. Those currently matriculating at the University of Dayton who want to take a graduate course at another institution must write a preliminary letter to the Director of Graduate Studies. The preliminary letter must explain why permission is sought from the Graduate School to take a specified course for a specific number of credit hours at an institution clearly identified in the request. If permission is granted and the student successfully completes the course, then he or she writes a second letter requesting that the Director of Graduate Studies petition the Graduate School to transfer credit. The second letter must specify course title, number of semester credit hours, and the originating institution.
2. Enclosed with each letter written to the Director of Graduate Studies (including the preliminary letter) must be a copy of the course syllabus. The syllabus must include the course title, instructor's name, number of semester credit hours, the year taught, course description and objectives, readings, means of evaluation (assignments), and number, length, and frequency of class meetings.
3. The student must instruct the other institution's registrar to send an official transcript to the University of Dayton Office for Graduate Applications and Records. The transcript serves as official documentation that the student successfully completed the course with a grade of 'B' or higher.
4. The Director of Graduate Studies normally forwards all requests for credit transfer (including the preliminary letter) to the Dean of the Graduate School who makes the final determination.
5. If the Dean of the Graduate School approves the request, the Office for Graduate Applications and Records changes the student's transcript to reflect the credit transfer. No quality points transfer; the student's cumulative grade point average remains unchanged.

Consortium course availability

Masters students may complete up to 6 of their 36 credits (in addition to the 6 transfer credits allowed) at institutions with whom the University of Dayton has secured cross_registration privileges through membership in the Consortium for Higher Education, Religious Studies. These

institutions include (but are not limited to) Bethel Seminary and Earlham School of Religion in Richmond, Indiana; United Theological Seminary in Dayton; and Payne Theological Seminary in Wilberforce. Students must obtain the Director of Graduate Studies' written approval prior to course registration to apply the credits to the 36 required in the student's graduate program. No quality points are applied to courses taken at the other consortium institutions. Forms for cross_registration may be obtained from Graduate Registration.

Diversified Course Instructors

No more than 9 of the 36 semester credits, apart from thesis or practicum credits, can be taken with the same professor. A written request for an exception must be submitted to the Director of Graduate Studies at least 6 weeks prior to the semester in which the course is to be taken. The Director presents the petition to the Religious Studies Graduate Committee and notifies the student in writing of the committee's final determination.

Directed Study " \l 3'Directed Study' courses are not to duplicate regularly offered master's program courses. (See Religious Studies, 'Courses of Instruction' the *University of Dayton Graduate School Bulletin*.) Directed Study courses provide students opportunities to explore in depth a specific theological question or religious issue. After completing 12 credits of regular course work, master's students are permitted to take up to 9 credits as 'Directed Study' (though using the maximum credits allowed is reserved for exceptional cases).

The registration procedure for REL 593 requires advanced planning during the semester prior to the one in which the course is taken. The student first contacts the professor who possesses expertise in the topic to be studied. If the professor agrees to direct the study, then the student, under the professor's guidance, creates a 'Directed Study contract.' The written document must include the following: course number (REL 593), course title, number of credits, term/year course taken, names of student and faculty member, course description and objectives, required readings and assignments, frequency and length of course meeting times, and method of evaluation (see sample form in Appendix). Both the student and the professor must sign the contract. The student must submit the signed contract to the Director of Graduate Studies or the Religious Studies Department Chairperson for review and a signature of approval. Only when this procedure is complete is the student allowed to register for 'Directed Study' credit. A guideline for the contact format is available in the Religious Studies office.

One-Credit Courses

No more than 6 of the 36 semester credit hours can be 1-credit courses.

Maximum Credits Per Summer

Master's students may not register for more than 10 semester hours of credit during the Religious Studies master's program summer session without permission from the Director of Graduate Studies or the chairperson of the Religious Studies Department.

Changing Programs

Students are permitted to change from one master's program (either THL or PAM) to the other if they find, after spending time in a program, that the other program better suits their academic

interests and professional goals. A student should first consult with her or his academic advisor and/or the Director of Graduate Studies. Then if the student decides to switch to the other master's program, she or he must submit a written request to the Director of Graduate Studies for the change of program. A form is available in the Religious Studies office. The Dean of the Graduate School makes the final determination concerning change of program.

STRUCTURE OF MASTER PROGRAMS AND COURSE WORK

General Requirements

Master's students in both Theological Studies and Pastoral Ministry are required to successfully complete the 1-credit REL 500A, 'Introduction to Research Methods in Religious Studies,' the three 2-credit courses: REL 500B, 'Foundations of Biblical Studies,' REL 500C, 'Foundations of Church History and Historical Theology,' REL 500D, 'Foundations of Systematic and Moral Theology.' Students may petition the Religious Studies graduate committee to waive from one to four of these requirements. The student must present clear evidence of equivalent course work to that completed in the REL 500A for the requirement to be waived. If the committee determines a petition concerning 500B, C, and/or D has merit, the Director of Graduate Studies arranges for the student to take an examination comparable to the final required to complete the particular requirement in question. Students must complete REL 500B prior to taking more specialized biblical courses, REL 500C prior to taking more specialized historical courses, and REL 500D prior to taking specialized systematic or moral theology courses.

Theological Studies: Program Structure and Course Work

The additional requirements for the master's program in Theological Studies directly build upon the 'Research Methods' and the 3 'Foundations' courses. The program's structure provides opportunities for students to broaden their knowledge and deepen their understanding of Christianity through the academic study of Scripture, historical theology, and contemporary systematic and moral theologies. The remaining requirements fall into two general categories described below.

Additional Courses in Four Core Disciplinary Areas

All students in the Theological Studies program must complete at least one 2 to 3 credit course (in addition to the 'Foundation' courses) in each of the four core disciplinary areas: biblical studies, historical theology, systematic theology, and moral theology.

Research Requirement

All students in the Theological Studies program are required to produce a quality piece of writing that effectively communicates their ability to employ critical reflection in the research of a theological or religious issue. Three writing options are available: a thesis, a comprehensive project, or a research paper. These options are described in more detail below. When the research requirement is combined with course work, three basic patterns for completing the 36 semester credit hours emerge:

- * 30 semester hours of course work + 6 credit hours of thesis
- * 33 semester hours of course work + 3 credit hour of comprehensive project
- * 36 semester hours of course work + a research paper submitted for approval

Students should decide which option they will pursue by the completion of 12 credit hours of course work. This choice must be indicated on their signed Program Proposal.

Recommended Patterns of Course Work

The following patterns are presented as guides for determining the shape of one's program. These patterns may be modified to reflect students' specific interests and course availability. All patterns presume the 7-credit requirement and include the minimum 2_3 credit required course in the four core disciplinary areas: biblical studies, historical theology, systematic theology, and moral theology. In each pattern, the number of recommended semester hours is given in parentheses after the courses. Appropriate 'Directed Study' courses may also be substituted.

Master's in Theological Studies - balanced pattern

Biblical	Biblical Criticism (3) OT or NT Exegesis (3)	This pattern is recommended for experienced ministers who seek to deepen their theological understanding and reflect on ministerial skills. This pattern also can guide those who want a comprehensive introduction to theology. In addition to these courses, students must complete REL 500A, B, C, D, as well as sufficient electives (possibly including some pastoral ministry courses) to complete 36 hours. A thesis is possible, but the program may be finished with the submission of a comprehensive project or research paper.
Historical	U.S. Catholicism (3) Elective (3)	
Systematic	Ecclesiology (3) Theo. of Ministry (3)	
Moral	Electives (6)	

Master's in Theological Studies - Ph.D. preparation pattern

Biblical	Biblical Criticism (3) OT or NT Exegesis (3)	This pattern is recommended for students entering the University of Dayton Ph.D. in theology or planning to pursue a Ph.D. in theology at another institution. Ph.D. programs require research languages (especially German, French, Spanish, and Latin) which are not part of this program. The student will need to acquire those independently. In addition to these courses, students must complete REL 500A, B, C, D, a 6 hr. thesis, as well as sufficient
Historical	Patristics (3) Medieval (3) Modern (3)* *Choose One	
Systematic	Christology (3) Ecclesiology (3) Contemporary Theologians(3)	

Moral	Approaches to Morality (3)
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electives to complete 36 hrs. For students entering our Ph.D. program, REL 528 'U.S. Catholicism' and the first semester of REL 600 are strongly encouraged as electives. Students intending to specialize in History of Christianity or Ethics at other institutions will need to adjust this pattern accordingly.

Master's in Theological Studies - Scripture pattern

Biblical	Greek (3-6) Hebrew (3-6) Biblical Criticism (3) OT Exegesis (3) NT Exegesis (3_6)
Historical	Elective(s) (2_6)
Systematic	Christology (2_3)
Moral	Elective (2_3)

This pattern is recommended for students desiring a concentration in the academic study of Scripture, including the biblical languages. Students intending to do further work in Scripture leading to the Ph.D. are strongly encouraged to pursue research languages independently (normally, French or German; Latin may be useful). Biblical Greek and Biblical Hebrew may be counted toward the master's degree.

In addition to these courses, students must complete REL 500A, B, C, D, a 6 hr. thesis on a topic in the area of biblical studies, as well as sufficient electives to complete 36 hrs. Students with biblical languages in place on matriculation are encouraged to pursue further electives across the curriculum.

Master's in Theological Studies - Marian concentration

Biblical	Mary and NT (2) OT or NT Exegesis (3)
Historical	Mary: Patristic (2)* Mary: Medieval (2)* Mary: Modern (2)* * Choose One
Systematic	Christology (3) Ecclesiology (3) Marian Doctrine (2) Mary: Contemporary (2)

This pattern is recommended for students desiring a master's degree with a specialization in Marian studies rather than the doctorate in Sacred Theology (S.T.D.) or the licentiate in Sacred Theology (S.T.L.) (offered through the International Marian Research Institute). Students must complete 12 to 16 semester hours in specially designated courses generally offered through the International Marian Research Institute (IMRI). (Please note that IMRI operates on the quarter hour rather than the semester hour system. Quarter hour equivalency is as follows: 4.0 = 2.7

Moral	Electives (3)
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semester hours; 3.0 = 2 semester hours; 2.0 = 1.3 semester hours. All courses listed to the left reflect semester hours credit.)

In addition to these courses, students must complete REL 500A, B, C, D, at least 2 more credits in Marian Studies, and sufficient electives to complete 36 hrs. A thesis is possible, but the program may be finished with the submission of a comprehensive project or research paper.

Master's in Theological Studies - self_designed pattern

Students may design a course of studies to meet specific academic interests or professional goals not reflected in the patterns previously outlined. Examples include a religious education focus, pastoral counseling preparation, interdisciplinary programs, etc. In determining the program design, students should consult with their faculty advisors and/or the Director of Graduate Studies. The final program proposal must include the required REL 500A, B, C, D and the the minimum of one additional course (2_3 sem. hrs.) in each major area (biblical studies, historical theology, systematic theology, moral theology).

Research Options For the Completion of the Master's in Theological Studies

Thesis: policies and procedures

The thesis (6 credits) is a major research project which results in a multi_chapter written work, usually between 75 and 110 pages. The thesis offers students the invaluable experience of completing a multifaceted piece of research on a self-selected theological or religious topic. This type of research is necessary preparation for professional academic work. Students considering doctoral work should write a thesis. The topic, methodologies, and pertinent resources are determined by the student in close consultation with a thesis director (who is not necessarily the academic advisor).

Thesis committee

The thesis committee consists of 3 full time Religious Studies faculty members. A student must first secure the assistance of a professor to serve as principal thesis advisor (not necessarily the student's academic advisor) as soon as the student begins to form the thesis topic. Only full-time Religious Studies faculty who teach master-level courses are eligible, and the faculty chosen should have expertise in the student's area of research interest. The student, in consultation with the thesis advisor, must also select two faculty members willing to serve as the two additional readers.

Thesis proposal

Eight weeks prior to the semester in which the student plans to register for thesis credit (REL 599), the student, working closely with her or his thesis advisor, must complete a written thesis proposal.

This proposal must include the following: title of project, identification of thesis advisor and two additional readers, brief statement of thesis' purpose and content, description of method, detailed outline, projected time line for completion, statement of the significance of the research, and bibliography. (A more detailed guideline is available in the Religious Studies office.) He or she must submit the thesis proposal to the Director of Graduate Studies who distributes the proposal to the Religious Studies Graduate Committee for approval. The Director of Graduate Studies provides written notification to the student of the committee's decision. If the proposal is rejected, students may resubmit a new version in which the criticisms are addressed. If a proposal is conditionally approved, the student must incorporate the recommended changes into the proposal's final form. The approved proposal is placed in the student's file. Without prior approval of the thesis proposal by the Religious Studies Graduate Committee, a student will not be allowed to register for thesis credit (REL 599).

Research and writing of the thesis

Upon approval of the proposal by the Graduate Committee, the student can proceed with the research and writing of the thesis. This work should be done in close consultation with the thesis advisor. Whether the readers are consulted during the process of writing or whether they are presented the penultimate draft of the thesis is left to the discretion of the student and his or her thesis advisor.

Style and format

The general thesis format must follow the guidelines mandated by the Graduate School in *A Manual for the Preparation of Graduate Theses and Dissertations* (available from the Graduate School). The Department of Religious Studies requires that latest edition of Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations* must be followed in all other matters of style include the use of the notes and bibliography combination for reference citations. The Department of Religious Studies also requires that the final product be written clearly, be free from typographical and grammatical errors, and use inclusive language.

Deadline for readers' copies

Completed copies of the thesis must be given to the thesis advisor, the two readers, and the Director of Graduate Studies at least three weeks prior to the public defense.

Public defense

The public defense of the thesis must occur no later than four weeks prior to graduation. The author of the thesis must notify the Director of Graduate Studies or the director's assistant of the defense's date and time, so that all Religious Studies faculty and other graduate students can be invited to attend the defense. At the defense, the author should be prepared to give a brief summary of the thesis and to respond to questions from the thesis committee (the thesis advisor and two readers) and others in attendance.

Signatures and assessment

The thesis advisor, as chair of the thesis committee, must obtain from the Religious Studies office the thesis report form and three copies of the signature form. The committee must agree with the content of the report and confirm this with their signatures on all of the appropriate forms indicating

whether the thesis has (a) not passed, (b) passed with revisions, (c) passed, or (d) passed with honors. The thesis director must return the report and all three signature forms to the Director of Graduate Studies. The Director must notify the Department of Religious Studies Graduate Committee of the results and the grade awarded.

Official copies

The student must submit to the Office for Graduate Records and Applications three copies of the thesis in its final form. The final form must include all revisions and corrections requested by the student's thesis committee. The guidelines stated above under 'Style and format' must also be followed. These three copies must be submitted to the Office for Graduate Records and Applications at least two weeks prior to graduation. The three copies are bound. One copy is kept in the Roesch Library, one in Office for Graduate Records and Applications, and one in the Department of Religious Studies. If a student wishes to purchase additional bound copies, arrangements must be made with the Office for Graduate Records and Applications at the time of submission.

Failure and retake policy

Students are required to receive a passing mark for the thesis to be awarded credit. Students who 'pass with revision' will be required to make those revisions in a satisfactory manner prior to being awarded a grade and thesis credit. 'Major revisions' must be reviewed and approved by the student's thesis committee. Students who receive an evaluation of 'not pass' will be required to start the process from the beginning, by submitting a new thesis proposal and proceeding from that point onward. Failure to pass the thesis a second time terminates the student from the program.

Comprehensive project: policies and procedures

The comprehensive project (3 credits) is a research paper, usually between 30 and 45 pages in length. The project allows a student to do substantive theological analysis on a specific topic. Given the project's designation as 'comprehensive,' it must reflect a student's ability to apply methods learned throughout course work as well as basic knowledge gained in the theological studies program. The project may also include personal theological reflection grounded in the methods and knowledge gained in the course of studies.

The comprehensive project remains distinct from a thesis partly because of its shorter length and partly because its topic is more limited in scope. The comprehensive project remains distinct from the research paper because it requires submitting a project proposal and doing additional research rather than revising a previously written paper.

Comprehensive project committee

The comprehensive project committee consists of 3 full time Religious Studies faculty members. A student must first secure the assistance of a professor to serve as principal project advisor (not necessarily the student's academic advisor) as soon as the student begins to formulate the topic for the comprehensive project. Only full time Religious Studies faculty who teach master-level courses are eligible, and the faculty chosen should have expertise in the student's area of research interest. The student, in consultation with the comprehensive project advisor, must also select two faculty

members willing to serve as the two additional readers.

Comprehensive project proposal

Eight weeks prior to the semester in which the student plans to register for comprehensive project credit (REL 598), the student, working closely with her or his comprehensive project advisor, must complete a written comprehensive project proposal. This proposal must include the following: title of project, identification of comprehensive project advisor and two additional readers, brief statement of comprehensive project's purpose and content, description of method, detailed outline, projected time line for completion, statement of the significance of the research, and bibliography. (A detailed guideline is available in the Religious Studies office.) He or she must submit the comprehensive project proposal to the Director of Graduate Studies who distributes the proposal to the Religious Studies Graduate Committee for approval. The Director of Graduate Studies provides written notification to the student of the committee's decision. If the proposal is rejected, students may resubmit a new version in which the criticisms are addressed. If a proposal is conditionally approved, the student must incorporate the recommended changes into the proposal's final form. The approved proposal is placed in the student's file. Without prior approval of the comprehensive project proposal by the Religious Studies Graduate Committee, students will not be allowed to register for comprehensive project credit (REL 598).

Research and writing of the comprehensive project

Upon approval of the proposal by the Religious Studies Graduate Committee, the student can proceed with the research and writing of the comprehensive project. This work should be done in close consultation with the comprehensive project advisor. Whether the readers are consulted during the process of writing or whether they are presented the penultimate draft of the comprehensive project is left to the discretion of the student and his or her project advisor.

Style and format

The Religious Studies Department requires that the latest edition of Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations* must be followed in all matters of style include the use of the notes and bibliography combination for reference citations. The Department of Religious Studies also requires that the final product be written clearly, be free from typographical and grammatical errors, and use inclusive language.

Deadline for readers' copies

Completed copies of the comprehensive project must be given to the comprehensive project advisor, the two readers, and the Director of Graduate Studies at least two weeks prior to the public defense.

Public defense

The public defense of the comprehensive project must occur no later than three weeks prior to graduation. The author of the comprehensive project must notify the Director of Graduate Studies or the director's assistant of the defense's date and time, so that all Religious Studies faculty and other graduate students can be invited to attend the defense. At the defense, the author should be prepared to give a brief summary of the comprehensive project and to respond to questions from the comprehensive project committee (the comprehensive project advisor and two readers) and

others in attendance.

Signatures and assessment

The comprehensive project advisor, as chair of the committee, must obtain from the Religious Studies office the comprehensive project report form. The committee must agree with the content of the report and confirm this agreement with their signatures, indicating whether the project has (a) not passed, (b) passed with revisions, (c) passed, or (d) passed with honors. The project advisor must return the report form to the Director of Graduate Studies. The director must notify the Religious Studies Graduate Committee of the results and the grade awarded.

Official copies ¶ 5 The student must provide a final copy of the comprehensive project. The final copy must include all revisions and corrections requested by the student's committee. The guidelines stated above under 'Style and format' must also be followed. The final copy will be placed in the student's file.

Failure and retake policy

Students are required to receive a passing mark for the comprehensive project to be awarded credit. Students who 'pass with revision' will be required to make those revisions in a satisfactory manner prior to being awarded a grade and comprehensive project credit. 'Major revisions' must be reviewed and approved by the student's comprehensive project committee. Students who receive an evaluation of 'not pass' will be required to start the process from the beginning, by submitting a new comprehensive project proposal and proceeding from that point onward. Failure to pass the comprehensive project a second time terminates the student from the program.

Research paper: policies and procedures

A student may choose to complete the requirements for the master's program in Theological Studies by submitting a research paper at least 15 pages in length. The research paper must have been completed in a course taken after the 15th semester credit hour and received a grade of 'B' or higher. It must clearly demonstrate the student's ability to write clearly, to analyze and synthesize complex ideas within their particular contexts, and to identify and use appropriate sources competently and creatively.

Deadline for submission of the research paper

Eight weeks prior to the semester in which the student plans to graduate, he or she must submit the selected research paper to the Director of Graduate Studies.

Preparation of research paper for submission

The paper submitted must have already incorporated any revisions suggested by the professor who originally graded the paper. The submitted paper must be accompanied by a written statement by the professor who originally graded the paper that the paper has been revised and is acceptable as representative of the student's research ability. It must be a sound theological, biblical, historical, or ethical paper. The Department of Religious Studies requires that the latest edition of Kate L. Turabian's, *A Manual for Writers of Term Papers, Theses, and Dissertations*. Sixth Edition must be

followed for all matters of style including the use of the notes and bibliography combination. The Department also requires that the paper be written clearly, be free from typographical and grammatical errors, and use inclusive language.

Second reader

The Director of Graduate Studies assigns the paper to a second reader usually chosen from full-time faculty who teach in the master's programs. The second reader may require further revisions on the paper. The student must complete the revisions and resubmit to the second reader. When the second reader is satisfied, he or she will notify the Director of Graduate Studies in writing using the evaluation form provided with the paper.

Written notification of approval

Students receive written notification of the approval of the research paper from the Director of Graduate Studies. The paper itself will remain in the student's file. He or she may come to the office to review any comments written on the paper by the second reader.

PROGRAM PROPOSAL -- MASTER'S IN THEOLOGICAL STUDIES

Name _____ SSN _____

Address _____ Street _____ City _____ State _____

Home Phone _____ Work Phone _____

E-mail Address _____

Date of Acceptance _____ Prerequisite Completion Date (see plan sheet)

Projected _____ Date _____ of _____ Graduation _____ Advisor _____

COURSE WORK				
Required	Course Title	# of Credits	Date to be Taken	Date of Completion
	REL 500A, Research Methods Seminar	1		
	REL 500B, Fdtns in Biblical Studies	2		
	REL 500C, Fdtns in Historical	2		
	REL 500D, Fdtns in Systematic and Moral	2		
Biblical Studies (At least one 2-3 credit course)				
Historical Theology /Church History (At least one 2-3 credit course)				
Moral Theology (At least one 2-3 credit course)				
Systematic Theology (At least one 2-3 credit course)				
Other				

Research Component				
TOTAL		36		

RESEARCH COMPONENT COMPLETION PLAN						
Type of Project (Research Paper, Comprehensive Project, Thesis):		Number of Credits:				
Faculty Director:						
Proposal:	Plan Date Submission:		Date Submitted:		Date Accepted:	
Faculty Committee:						
Completion:	Anticipated Date:		Defense Date:		Date Accepted:	

PROGRAM PROPOSAL REVISIONS		
Date	Revision	Signature

Student Signature: _____ Date _____

Advisor Approval: _____ Date _____

Graduate Director Approval: _____ Date _____

Pastoral Ministry: Program Structure and Course Work

The additional requirements for the master's program in Pastoral Ministry directly builds upon the general requirements, 'Research Methods' and the 3 'Foundation' courses. In this course of studies, students are given opportunities to integrate the study of theology with the general principles and effective practices of pastoral ministry. The master's program is designed to prepare graduates for a variety of service careers emerging in the contemporary Church, including pastoral positions in catechesis and religious education, family, parish, and campus ministry. Given the extent of the requirements, students should meet with the Director of Graduate Studies as soon as possible after their acceptance into the program. The specific Pastoral Ministry requirements fall into 6 general categories described below.

Autobiographical statement: purpose and procedure

Student must compose an autobiographical statement which is shared with the Director of Graduate Studies at her or his initial meeting. The statement provides the student with an opportunity to articulate a vision of faith and ministry and to situate the student's Pastoral Ministry program within a personal context of specific goals and objectives. The Director of Graduate Studies and/or the faculty advisor can use the statement as a starting point for discussions of the student's ministerial experience and overall purpose in entering the master's program.

The autobiographical statement must be between 1000 and 1500 words (3 to 5 pages typed). It should address the following questions.

1. What has been your experience of pastoral ministry?
2. What is your concept of ministry? What style of ministry appeals to you? What does it mean to you to be a minister?
3. Why do you want to receive a master's degree in Pastoral Ministry?
4. What expectations do you have of your program? What are your specific goals and objectives relative to preparing for ministry? How will your program fit with these plans?

Additional courses in the four core disciplinary areas

All students in the Pastoral Ministry program must complete at least one 2 to 3 credit course (in addition to the 'Foundation' courses) in each of the 4 core disciplinary areas: biblical studies, historical theology, systematic theology, and moral theology.

Basic principles for effective ministry

Students must also complete 6 to 9 semester hours in three core pastoral theology courses: 'Theology of Ministry' (2_3); 'Pastoral Counseling' (2_3); and 'Leadership in Ministry'(2_3).

Practice and study of specific ministries

The additional 6 to 12 semester credit hours should be taken in electives which focus on practical theology or those ministry skills related to students' specific professional goals. Students are also encouraged to take advantage of those opportunities outside of course work offered through Religious Studies and Campus Ministry outside course work to practice the art of theological reflection and to connect their spiritual formation with their academic and practical work.

Synthesis seminar

A Student normally registers for the two 1-credit 'Synthesis Seminars I and II' sometime after completing 24 semester credits. Since these two courses are designed to help students integrate what they have learned from course work, the practicum, and other life experiences, the 'Synthesis Seminars' are more effective learning experiences if taken near the completion of one's program.

Practicum: policies and procedures

All students must complete a 3 or 6 credit practicum. This practicum is ordinarily completed the semester prior to the semester in which the student intends to graduate. The practicum provides students an opportunity to apply the pastoral principles and theological insights learned through their course work in the context of a specific ministry. Two key elements make for an effective practicum experience. First, one needs a well-defined context in which one's ministry skills are tested, developed, and enhanced. A defined context allows students to articulate clear goals, identifiable outcomes, and a defined time line. Second, one needs both a mentor in the field and a faculty advisor willing to engage in theological reflection as well as evaluation of ministry skills. With all these components in place, the practicum serves as a crucial part of the pastoral ministry course of studies. A 3-credit practicum requires that a student complete the equivalent of at least 60 hours of work in the field; 6 credits are equivalent to at least 120 hours in the field. The basic procedure for the practicum is outlined below.

Practicum development

By the time the Pastoral Ministry student has completed 18 semester credits, she or he should have meet with her or his academic advisors to determine appropriate practicum topics/field experiences. Key factors to consider are the practicum's relevance to a student's goals and objectives, the availability of a competent mentor, the time requirement, an ability to identify outcomes, and an appropriate means of evaluation.

Practicum proposal/contract

Once the practicum experience has been determined, the student must complete the practicum proposal/contract, with the help of her or his practicum mentor and practicum faculty advisor (who may be different from the student's academic advisor). The graduate student must submit this proposal/contract to the Director of Graduate Studies at least 8 weeks prior to the semester in which the student plans to register for practicum credits (REL 589). The proposal/contract must include the following information: identification of student, site mentor, and academic faculty advisor; practicum topic; number of credits; practicum site; preliminary statement of pastoral problem or task ; preliminary review of literature; practicum activities, objectives, strategies, and assignments, appropriate bibliography; time line for completion; and means of evaluation. The detailed guidelines for developing the practicum proposal/contract must be obtained from the Director of Graduate Studies or the director's assistant. The graduate student must submit the practicum proposal/contract to the Director of Graduate Studies who distributes the proposal to the

Religious Studies Graduate Committee for approval. The Director of Graduate Studies provides written notification to the student of the committee's decision. If the proposal is rejected, students may resubmit a new version in which the criticisms are addressed. If a proposal is conditionally approved, the student must incorporate the recommended changes into the proposal's final form. The approved proposal is placed in the student's file. Without prior approval of the practicum proposal/contract by the Religious Studies Graduate Committee, students will not be allowed to register for REL 589.

Deadline for completion of the practicum

The practicum itself is ordinarily completed the semester prior to the semester of graduation.

Practicum report

No later than 3 weeks after the practicum is completed, the student must submit a formal report to the faculty advisor. The report should include the following: confirmation of completion; description of pastoral setting, tasks, and outcomes; discussion of theological reflection; objectives achieved; and pastoral vision developed. The detailed guidelines for the practicum report must be obtained from the Director of Graduate Studies or the director's assistant. The report is submitted to the Director of Graduate Studies who will present the report to the Religious Studies Graduate Committee. This report along with the contract will be placed in the student's file.

PROGRAM PROPOSAL – MASTER’S IN PASTORAL MINISTRY

Name _____ SSN _____
 Address _____
 _____ Street _____ City _____ State _____ Zip _____
 Home Phone _____ Work Phone _____
 E-mail Address _____
 Date of Acceptance _____ Prerequisite Completion Date (see plan sheet) _____
 Date _____ of _____ Autobiographical _____ Statement _____ Submission: _____
 Projected Date of Graduation _____ Advisor _____

COURSE WORK				
Core Area	Course Title	# of Credits	Date to be Taken	Date of Completion
Required				
	REL 500A, Research Methods Seminar	1		
	REL 500B, Fdtns in Biblical Studies	2		
	REL 500C, Fdtns in Historical	2		
	REL 500C, Fdtns in Systematic and Moral	2		
Theology (at least one 2-3 credit course in the following core areas)				
Biblical				
Moral				
Systematic				
Historical				
Core Ministry - 6-9 credits				
	REL 541, Theology of Ministry			
	REL 585, Pastoral Counseling			
	REL 586, Leadership in Parish Ministry			
Ministerial Concentration (Courses/Workshops/Institutes/Directed Study) - 9-12 Credits				
	REL 589, Practicum (3 or 6 credits)			
Other				
	Synthesis Seminar (2-3 credits)			
TOTAL		36		

PRACTICUM PLAN

Topic:					
Faculty Advisor:			Number of Credits:		
Site Mentor:			Site :		
Site Address and Phone Number:					
Proposal:	Plan Date Submission:		Date Submitted:		Date Accepted:
Completion:	Anticipated Date:		Report Submitted Date:		

PROGRAM PROPOSAL REVISIONS		
Date	Revision	Signature

Student Signature: _____ Date _____

Advisor Approval: _____ Date _____

Graduate Director Approval: _____ Date _____

**PH.D. IN THEOLOGY
THE U.S. CATHOLIC EXPERIENCE**

The Ph.D. in Theology in the Department of Religious Studies at the University of Dayton is distinctive in its strong research focus on the practices/praxis of Catholicism as it is inculturated in multiple ways in the United States. The program utilizes the methodologies of the academic study of religion in a unique manner – as a web of disciplines with theology at the center. Students have the opportunity to explore a wide variety of theological and religious issues and practices within the field of the U.S. Catholic experience. The following examples give some indication of the breadth and depth of the doctoral program’s focus. Among possible research topics are the following: 1) an ecclesiology formed in an ethnically and religiously plural society dominated by the history and present experience of immigration and without any recent or long history of religious establishment; 2) the complex relations between church and state, religion and society; 3)

distinctive theological issues shaped by the U.S. political context such as due process, the authority of church leaders on moral issues, religious freedom, social justice; 4) bioethics as a distinctively American study with Catholic ethicists central to this work; 5) distinctive patterns of relationships between laity and clergy in this country, as exemplified in lay trusteeism, stewardship, and lay ministry; 6) the distinctive contributions of women, lay and religious, past and present, to the establishment of Catholicism in the U.S.; 7) the distinctive role of Mary and the saints in the cultures of U.S. Catholicism; 8) distinctive American theological and philosophical patterns which impact classical theological discourses such as Christology, theological anthropology, and spirituality. These and other distinctive issues and approaches mark this field of research as different from those undertaken in 'Catholic Theology' in general. Our program has as its mission the development of graduates who have both broad training in Scripture, history of Christianity, and systematic and moral theology common to many graduate programs in theology, and the ability to do theological research in interaction with the humanities and social sciences. The doctoral program serves students preparing to teach in colleges and universities as well as those intending to work in research and policy positions in Church administration.

ADMISSION

The following classifications identify students' admission status in the Religious Studies Ph.D. program.

Regular status

Regular status doctoral students are those who have met all the requirements for admission into the Ph.D. program of the Department of Religious Studies. Students must take no less than 6 credits per semester during the regular academic year to be classified as full-time. Part-time as well as full-time students normally register for courses in consecutive semesters until completion of their program. Only those students who register consecutive semesters automatically receive registration materials from the University of Dayton Graduate Registration. Students who wish to receive registration materials after missing a semester must contact Graduate Registration no later than June for the fall term, October for the winter term, and March for the summer term.

Conditional status

In certain exceptional cases, students who do not technically meet all the admission requirements for the Ph.D. may be accepted on a probationary basis. These students will be required to complete at least 6 credit hours of Religious Studies doctoral course work in which they receive quality points of 3.0 or higher. Students will not be granted regular status admission into the doctoral program until this condition is met. Failure to meet this condition will terminate the student from the program..

Reactivation of regular status

Students unable to enroll in doctoral courses for a calendar year or more need to inform the Ph.D. Program Director by phone or in writing that they are resuming their course of studies.

FINANCIAL ASSISTANCE AVAILABLE TO DOCTORAL STUDENTS

Ph.D. Assistantship/Fellowships Assistantships/fellowships provide doctoral students with opportunities to receive financial assistance to support their course of studies while gaining

experience in the art of teaching and research through intensive work with specific Religious Studies faculty. Assistantships/fellowships are awarded on a competitive basis to doctoral students able to attend full time during the regular academic year. To be awarded an assistantship/fellowship, an applicant must first be accepted into the Ph.D. program. Doctoral assistantships/fellowships consist of a stipend* and tuition remission for between 18 to 30 credit hours per year. Those interested in obtaining assistantships/fellowships for the next academic year must submit a completed application by March 1. Presuming satisfactory performance, the assistantship may, upon review, be renewed for up to two years for students who enter with a master's degree or three years for students who enter with a bachelor's degree. Recipients of assistantships are expected to work 20 hours per week from mid-August through mid-May. Students entering with an Master's and financial support work the Fall and Winter terms of their first two years. During their first year, they serve as Research Assistants. During their second year, they serve as teaching assistants and work with a faculty mentor who guides them in teaching one section per term of REL 103 ('Introduction to Religion') or another suitable course. A third year of support is a fellowship year with no work requirement. Students ordinarily work on their dissertations during their fellowship year. Additional years of financial support will require part_time teaching. Students entering with a bachelor's degree and financial support follow the same pattern, with the exception that no work is required during their first year.*Individual health care coverage is available upon request with a modest fee deducted from each paycheck; family coverage is also available for a larger fee. **Other Sources for Financial Aid**

See the descriptions for the *Martin Memorial Scholarship* and the *Patrick J. Tonry, S.M., Scholarship For The Advancement of Women in Ministry* in the section, 'Scholarships for Graduate Students.' Doctoral students may be eligible for one of these graduate student scholarships. Additional information regarding loans and grants available to graduate students may be obtained through the University of Dayton Office of Financial Aid.

ACADEMIC ADVISING

Ph.D. Program Director

The Ph.D. Program Director (or the director's designate) normally functions as the initial advisor for all incoming doctoral students. All students are asked to arrange a meeting with the Ph.D. Program Director as soon as possible after acceptance into the doctoral program. This initial meeting provides an opportunity to discuss the Department of Religious Studies' general expectations of doctoral students, the doctoral programs' basic structure and requirements, and the students' questions and concerns. Normally the Ph.D. Program Director assists newly accepted students in course selection for their first semester, furnishes the required signature on students' registration forms, and provides early guidance in scheduling general examinations and determining the general examination committee (explained below). In this first meeting with the Ph.D. Program Director, students should also attend to program-related issues such as the acceptance of courses from students' master's programs. Throughout their course of studies, graduate students are expected to inform the Ph.D. Program Director of program-related concerns, questions, and conflicts especially when these matters interfere with students successful completion of their doctoral work. Difficulties with the Ph.D. Program Director should be brought to the attention of the Religious Studies Ph.D. Committee. Department.

Academic Advisors

After completing a year of course work, a doctoral student must choose an academic advisor from among the full-time Religious Studies faculty who teach in the doctoral program. This choice often is the student's future dissertation director. The student contacts the faculty member whom he or she seeks as academic advisor. If consent is obtained, the student informs the Ph.D. Program Director or the director's assistant of the selection so that the choice can be noted in the student's file. A student may also continue with the Ph.D. Program Director as his or her advisor; even in this case, the student should formally ask the Ph.D. Program Director to ensure that the choice is noted in student's files.

Program Proposals

Prior to beginning their second year of doctoral work, students, in consultation with their academic advisors, should complete a written plan of their doctoral studies. Having a written plan allows students to coordinate the completion of their varied requirements, including course work, the general and qualifying examinations, research skills, and dissertation. A Ph.D. program proposal form is available in the Religious Studies office.

Advisor Hold

'Advisor hold' refers to a tag placed on students' electronic records to prevent students from registering without the signature of their academic advisors or the Ph.D. Program Director. Incoming doctoral students automatically receive the 'advisor hold' designation. It is removed at the discretion of the Ph.D. Program Director. An 'advisor hold' is placed on the electronic records of students who accumulate more than one 'P' or 'I' in their program course work. Neither phone or web registration is possible until the 'advisor hold' is removed.

GENERAL POLICIES AND PROCEDURES FOR DOCTORAL PROGRAM IN RELIGIOUS STUDIES

The doctoral program in Theology requires that doctoral students complete a minimum of 90 semester credit hours beyond the bachelor's degree. Up to 36 credit hours from an accredited master's program in Theology or Religious Studies can be counted toward the 90 credit requirement. This determination is made by the Ph.D. Program Director in consultation with the Religious Studies Ph.D. Committee.

Residency Requirement

Doctoral students fulfill the residency requirement when they complete both of the following stipulations. They must complete at least two-thirds (48 credits) of the required semester hours beyond the master's degree at the University of Dayton. In addition, doctoral students must be full-time students for at least two semesters or its equivalency.

Program Time Limit

All doctoral program requirements must be completed within 5 calendar years from admission to candidacy (i.e., passing of the qualifying examination). In extreme circumstances, students may submit to the Ph.D. Program Director a written request stating reasons an extension is required. The Ph.D. Program Director presents the request to the Religious Studies Ph.D. Committee who

provides a written request to the Dean of the Graduate School. The Dean makes the final determination. The Ph.D. Program Director informs the doctoral student in writing of the dean's decision.

STRUCTURE OF DOCTORAL PROGRAM AND COURSE WORK

General Course Requirements

All doctoral students must will take the 2-semester REL 600, 'Seminar in Theological Research Methods.' A minimum of 12 additional semester credit hours will ordinarily be earned in a selection from the following 3-credit doctoral seminars: REL 620 U.S. Catholic Experience in Historical Perspective, REL 640 The U.S. Church and the Global Church, REL 645 U.S. Catholic Experience in Theological Perspective, REL 660 Ethics, Practice, and Contemporary Society, REL 670 Religion in a Pluriform Society. Up to 30 semester credit hours can be earned as dissertation hours; additional dissertation hours will ordinarily not count towards the minimum of 90 semester credit hours for the Ph.D. The remaining credit hours are elective.

Comprehensive Examinations: Policies and Procedures

Central to the structure of the Ph.D. in Theology is a series of 4 comprehensive exams. All four must be successfully completed before the student can register for dissertation credits (REL 699).

General Examinations

The 3 General Examinations approximate master's-level comprehensive examinations. A student is expected to demonstrate basic knowledge in three core disciplinary areas of theology: biblical studies, history of Christianity, and systematic theology and ethics. The examinations serve two purposes. First, they provide a student with the background necessary for teaching most college-level introductory courses. Second, they equip the student with the broad knowledge base necessary for skillful theological work.. The Ph.D. Program Director (or designate) in cooperation with the student's examining committee oversees the proper administration of the 3 exams.

Time frame

Student are strongly advised to complete at least one of the general examination before completion of 36 credit hours in course work beyond the bachelor's degree, and to complete one examination each semester thereafter until all are successfully passed. All three examinations must be completed before the student proceeds to the qualifying examination.

General examination committee

The Ph.D. Program Director (or designate) or the student's academic advisor should assist a student in choosing the five-member general examination committee the first semester after admission. Eligible faculty include only those who teach in the master's or doctoral programs. Among the five chosen must be at least one representative from each of the core disciplinary areas: history of Christianity, biblical studies, and theology/ethics. This committee will read all three of the student's general examinations. The student must provide written notification to the Ph.D. Program Director who, in turn, presents the proposed committee to the Religious Studies Ph.D.

Committee for their review.. The Ph.D. Program Director on behalf of the Religious Studies Ph.D. Committee will formally notify the student in writing of the approved committee membership, along with any emendations. A copy of the letter will be placed in the student's file.

Waiver of examinations

Those who enter with a master's degree may petition to have any or all of the general examinations waived if similar examinations have already been taken. For an examination to be waived, copies of the master's comprehensive examinations must be submitted to the student's academic advisor and her or his examining committee. The academic advisor on behalf of the examination committee makes a recommendation to the Ph.D. Program Director and the Religious Studies Ph.D. Committee. The Religious Studies Ph.D. Committee makes the final determination. The Ph.D. Program Director on behalf of the Religious Studies Ph.D. Committee will formally notify the student in writing about a general examination waiver.

Preparation for a general examinations

The student must first develop a bibliography of appropriate depth that represents a comprehensive graduate-level introduction to the particular core disciplinary area.. The student must utilize the Religious Studies Department's General Examination Reading List for the respective area (i.e., biblical studies, history of Christianity, or theology and ethics). Following the general guidelines of the General Examination Reading List, the student, in consultation with the chair of his or her committee and other committee members, should develop an individual examination bibliography. The final reading list may incorporate a limited number of appropriate substitutions drawn from texts which the student used in previous graduate-level courses. The bibliography which the student and his or her committee produce must be submitted to the Ph.D. Program Director who, in turn, presents the proposed bibliography to the Religious Studies Ph.D. Committee for their review. The Ph.D. Program Director on behalf of the Religious Studies Ph.D. Committee will formally notify the student in writing of the approved bibliography, along with any emendations. A copy of the approved bibliography is to be placed in the student's file.

To prepare for the examination, students should engage in an in-depth review of the material on the bibliography. This review should be done under the guidance of those committee members whose expertise is in the area in which the student is to be examined. After sufficient review of the bibliography's content, students, in consultation with appropriate committee members, are then asked to compose between 9 and 12 general examination questions. These questions will fall into two categories: some will assess the student's knowledge of the area broadly construed; others will test the student's in-depth knowledge of events, persons, authors, etc. The questions are to be distributed by the committee chair to the other members for their review and approval. The student is to be formally notified of approval, along with any emendations. All committee members and the student should receive a copy of the approved questions in their final form.

The same procedure is repeated for the other two general examinations.

Mode of Examination

Each General Examination ordinarily consists of two parts.

Written Examination

The mode for each written examination ordinarily proceeds as follows. The student's examining committee composes a list of questions based upon the student's previously approved questions. Ordinarily, four questions are formulated, two more narrowly focused, and the other two broader in scope. Students are required to answer one question from each category. On the day of the examination, the chair of the general examination committee gives the student the list of questions at a time agreed upon in advance. The student is sequestered in a room in the department for two hours and composes, without books or notes, a response to one of the more narrowly focused questions. The student will then have 24 hours to complete a written response to the second question selected (the student must choose the second question and inform the general examination committee's chair prior to leaving the building). The answer may be done at home or the library, and the student is free to use books and notes.

Oral examination

At a mutually agreed upon time, the general examination committee meets with the student for an oral examination. The length of the oral exam is not to exceed 2 hours. The oral examination will cover: (a) the student's written answers; (b) the questions that the student did not answer, (c) questions that appeared on the list composed by the students, and (d) key topics not covered in the list of questions but found in the student's original bibliography.

In exceptional cases, students may propose alternative modes of written examination with sufficient justification to warrant the alternative. Such proposals must be approved by the Ph.D. Program Director and the Religious Studies Ph.D. Committee.

General examination calendar

At the beginning of each academic year, the Ph.D. Program Director announces designated periods for general examinations. The periods occur once in the Fall, once in the Spring, and once in the Summer. No doctoral seminars will be held the week of the general examinations. Students may take up to three exams per examination period.

Failure and retake policy " ¶ 5 Students are required to pass all parts of each general examination to complete the general examination requirement in each area. Students may repeat any general examination, or any part of a general examination, once. Students must ordinarily wait at least four months before retaking any exam. Failure to pass a general examination on a second attempt terminates the student from the program.

Qualifying Examination

Each doctoral student will sit for a three-part qualifying examination before being allowed to register for dissertation credit hours. This examination is seen as substantially more detailed and intensive than the general examinations. Its purpose is to show that the student is prepared to do original research in the field of the U.S. Catholic Experience. The examination consists of three parts: a written examination on the U.S. Catholic Experience in general; a completed dissertation prospectus covering the proposed dissertation area; and an oral examination. Upon successful completion of the qualifying examination, students will be considered candidates for the doctoral degree. Each student will be in full-time residence, i.e., taking the load of a full-time student, for a minimum of one year before attempting the qualifying Examination; no student will be permitted to

take the qualifying Examination without a minimum of one year of full_time residence.

Time frame

Ordinarily, students should not expect to undertake the qualifying examination before completing 54_60 semester hours beyond the baccalaureate degree.

Dissertation advisor and dissertation committee

Ordinarily only faculty who conduct Religious Studies doctoral seminars are eligible to serve as dissertation directors. The student's topic guides the choice of dissertation director. In making a selection, a student is urged to consult with appropriate faculty, including the Ph.D. Program Director and/ or her or his academic advisor. Once a faculty member has agreed to serve as dissertation director, that professor works with the student to choose the remain 4 members of the dissertation committee. The members of the dissertation committee ordinarily include 3 faculty members who offer doctoral seminars and one member from outside the Religious Studies Department acceptable to the student and the dissertation director. Using the form available in the Religious Studies office, the student then submits a written request to the Ph.D. Program Director, who presents the request to the Religious Studies Ph.D. committee for review and approval. The Ph.D. Program director formally notifies the student of the Religious Studies Ph.D. Committee's approved committee membership, along with any emendations. A copy of the form will be placed in the student's file.

Preparation for the qualifying examination

To prepare for the written portion of the qualifying examination, the student must first develop a bibliography of appropriate depth that engages the student in a bibliography that provides a comprehensive review of material explicitly related to the U.S. Catholic experience. The student should first compose a summary of relevant doctoral seminars taken and a bibliography of texts read in these courses. The student must then consult with his or her dissertation director to produce a bibliography that demonstrates a knowledge of central theological and religious issues related to the U.S. Catholic experience, a variety of methodological approaches to the study of those issues, and a review of the most significant literature relating to the student's dissertation topic.. The dissertation director will review the proposed bibliography, recommend additions or emendations as needed, and forward the proposal to the examining committee for its review and approval. The proposal must be forwarded to the examining committee no less than four weeks prior to the intended examination date. The examining committee may amend the bibliography, as needed. A copy of the bibliography in its final approved form is to be placed in the student's file and distributed to the members of the qualifying examination committee and the Ph.D. program director.

To prepare for the examination, students should engage in an in-depth review of the material on the bibliography. This review should be done under the guidance of the dissertation director and other committee members when the material under review is related to their expertise. After sufficient review of the bibliography's content, students, in consultation with appropriate committee members, are then asked to compose between 12 to 15 qualifying examination questions. These questions will fall into two categories: some will assess the student's general knowledge of U.S. Catholic experience broadly construed; others will test the student's in_depth knowledge especially as related to her or his dissertation topic. The questions are to be distributed by the committee

chair to the other members for their review and approval. The student is to be formally notified of approval, along with any emendations. All committee members and the student should receive a copy of the approved questions in their final form. A copy of the final form of the questions should be placed in the student's file and given to the Ph.D. Program Director.

Mode of examination

As with the general examinations, the qualifying examination is based upon the student's bibliography and proposed questions. It ordinarily consists of three parts: a written examination, the dissertation prospectus, and an oral examination.

Written Examination " \l 5For the qualifying examination, the mode of written examination ordinarily proceeds as follows. The student's examining committee compose a list of 6 questions based upon the student's previously approved questions. On the day of the examination, the chair of the qualifying examination committee gives the student the list of questions at a time mutually agreed upon. The student is sequestered in a room in the department for 6 hours and composes, without books or notes, written responses to three of the questions (per directions). The chair of the qualifying examination committee and the student determine breaks during the 6 hour examination period prior to the day of the qualifying examination. The questions for the written examination will focus primarily on areas not covered in the dissertation prospectus (e.g., an alternative methodology, an alternative time period, an alternative disciplinary area, etc.)

Dissertation prospectus

Along with the bibliography, the student develops and submits a comprehensive dissertation prospectus. The prospectus should include the following: statement of research problem and its significance; summary of theoretical or conceptual approach to be used in the research; statement of research design to be used; summary of manner in which the researcher plans to conduct his/her analysis; recap of the likely results; scholarly and practical implications; chapter-by-chapter outline; a time line for the completion; and complete bibliography. A detailed guideline is available in the Religious Studies office. The dissertation prospectus should be developed by the student in close consultation with the dissertation director. The dissertation prospectus will be submitted to the committee along with the written examinations.

Oral examination

At a mutually agreed upon time, the general examination committee meets with the student for an oral examination. The oral examination will not exceed three hours in length. The oral examination covers: (a) the student's written answers; (b) the dissertation prospectus (c) some of the 6 questions that the student did not answer; (d) questions that appeared on the list composed by the students; and (e) key topics not covered in the list of questions but found in the student's original bibliography.

Qualifying Examination Calendar

The qualifying examination may be taken at any time during the course of the year, as long as that time is mutually agreeable to the student and members of the student's examining committee

Candidacy

Passing the Qualifying Examination means that the dissertation prospectus is accepted, and the student is a candidate for the doctoral degree.

Failure and retake policy

Students are required to pass all parts of the qualifying examination to fulfill the requirement. Students may repeat the qualifying examination, or any part of it, once. Students must ordinarily wait at least four months before retaking any exam. Failure to pass the qualifying examination on a second attempt terminates the student from the program.

Required Research Skills for the Ph.D. in Theology

By the time the student has completed 54 hours in the program (including any hours accepted from other institutions), the student is expected to demonstrate a minimum of three research skills that will enable the student to do primary research in an area of the U.S. Catholic experience.

Latin

A basic ability to read official ecclesiastical texts in Latin will ordinarily be expected of all students. Proficiency is demonstrated by successful completion of an appropriate course in ecclesiastical Latin or by passing an examination consisting of translating a short specific text (e.g., a section of an encyclical) and accurately responding to content questions on another Latin text. The examination is to be completed within a defined time period, aided by a dictionary and grammar guide. The examination is administered by qualified Religious Studies faculty.

Research Languages

All students are expected to demonstrate at least reading proficiency in one modern language other than English. Proficiency is normally demonstrated by the successful completion of a test administered either by qualified faculty in the Department of Modern Languages or Religious Studies. Depending upon the precise area of research, the student may be required to demonstrate a higher level of competency in the main research language.

Additional Research Languages or Analytical Skills

Depending on her or his precise area of research, each student will be required to demonstrate proficiency in at least one additional research skill. For those whose research focuses on texts, that skill may be an additional language; for those whose research includes a significant component in biblical studies or classical theology, proficiency in biblical languages may be indicated; for those doing statistical or qualitative research, students may be required to demonstrate an ability in an additional analytical area (e.g., statistics, ethnography, participant observation analysis, etc.). The successful completion of a graduate course in a given analytical skill is acceptable as indicative of a sufficient level for future research purposes. The specific additional research skills (both languages and analytical) required for the student's program is determined by the student's dissertation committee in consultation with the Ph.D. Program Director and the Religious Studies Ph.D. Committee.. The student is notified in writing of any additional skills required and a copy of the letter is placed in the student's file.

Dissertation: Policy and Procedures

The dissertation is a major research project in which the candidate demonstrates the ability to define a research question, develop a research plan, employ relevant research skills and methodologies, and conduct original theological research. The topic, methodologies, and pertinent resources should be determined by the candidate in close consultation with the dissertation director. The research plan will be outlined in the dissertation prospectus which is submitted as part of the qualifying examination. Passing the qualifying examination means that the prospectus is accepted. Candidates may apply no more than 30 semester hours of dissertation credit to the Ph.D. degree.

Dissertation Committee

Previously discussed under 'Qualifying Examination.'

Researching and Writing the Dissertation

Upon successful completion of the qualifying examination, the candidate may proceed with the research and writing of the dissertation. This work should be done in close consultation with the dissertation director. It is up to the discretion of the candidate and his or her dissertation director when to present the other members of the committee with the various chapters of the dissertation.

Deadline for Copies to Dissertation Committee

Copies of the dissertation submitted for final approval must be given to the dissertation committee and the Ph.D. Program Director at least four weeks prior to the public defense.

Style and Format

The Graduate School of the University of Dayton requires that certain formatting guidelines be followed. For these and important procedural items, please refer to the University of Dayton's *A Manual for the Preparation of Graduate Theses and Dissertations*, copies of which can be obtained from the Graduate School. The Department requires that the latest edition of Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations* be followed in all other matters of style including the notes and bibliography combination for all resource citations.. The Religious Studies Department also requires that the final product be written clearly, be free from typographical and grammatical errors, and use inclusive language.

Public Dissertation Defense

The dissertation is presented to the committee in a public defense no later than four weeks prior to graduation. The author of the dissertation must notify the Ph.D. Program Director or the director's assistant of the defense's date and time, so that all Religious Studies faculty and other graduate students can be invited to attend the defense. At the defense, the author should be prepared to give a brief summary of the thesis and to respond to questions from the dissertation committee and others in attendance. Contact Department for further details on procedures for notification

Signatures and Assessment

The dissertation director, as chair of the committee, must obtain from the Religious Studies office the dissertation report form and three copies of the signature form indicating approval of the dissertation. The committee agrees to the content of the report and confirms with their signatures on all of the appropriate forms. The dissertation committee has the following options: a) accept the dissertation: without revisions and award a mark of pass or pass with honors; b) accept the dissertation with minor revisions to be reviewed by the dissertation director; c) accept with major revisions to be reviewed by the entire committee; or d) reject the dissertation (which will require the candidate to retake the dissertation area examination and proceed from that point, as above). The dissertation director must return the report and all three of the signature forms to the Director of the Ph.D. Program.

Official Copies

The candidate must present to Graduate Records and Applications 3 copies of the dissertation in its final form. The final form must include all revisions and corrections requested by the candidate's committee. The style and format guidelines must also be followed. These 3 copies must be submitted by the candidate to the Office for Graduate Applications and Records at least 16 days prior to graduation. An individual whose dissertation is not in acceptable form by that date will graduate at a later date. The 3 copies are bound. One copy is kept in Roesch Library, one in the Office for Graduate Applications and Records, and one in the Department of Religious Studies. If a student wishes to purchase additional bound copies, arrangements must be made at Graduate Records and Applications at the time of submission. Students may also be required to provide a copy for a national dissertation service. Consult the Graduate School for the current policy on submission of the dissertation to such a dissertation clearing house.

Failure and Retake Policy

Candidates are required to pass the dissertation defense to be awarded dissertation credit and the doctoral degree. Candidates who pass 'with revision' will be required to make those revisions in a satisfactory manner prior to being awarded a grade and dissertation credit. 'Major' revisions are to be reviewed and approved by the candidate's committee. Candidates for whom the dissertation is rejected are required to retake the dissertation area examination and proceed from that point, as outlined above. Failure to pass the dissertation on a second attempt terminates the student from the program.

Conferring of Degree

Upon final acceptance of the dissertation, the candidate shall be awarded the Ph.D. degree.

Sample Ph.D. Programs of Study

Outlined below are suggested programs for doctoral students to follow when planning their course of study for the Ph.D. The first is designed for a student with an earned Master's in Theology or Religious Studies, for whom 30 credits of previous course work count toward the Ph.D. degree. The second program is designed for a student entering with a B.A. in Theology or Religious Studies.

The examples below outline programs for students who need to demonstrate proficiency in all required research languages and skills and to complete all general examinations while resident in

the program. It is strongly recommended that students come to the program with at least one research language completed and a rudimentary knowledge of Latin. Students without proficiency in at least one language and who did not sit for comprehensive exams in their master's studies may require more than the time frame outlined below to complete the program. All students, but especially those who did not sit for comprehensive exams as part of their master's programs, should begin preparing for their general examinations prior to matriculation. Please consult the General Exam Reading Lists (see below).

The examples below presume a student who is receiving full financial support (fellowship/assistantship with full tuition waiver). Students entering with a master's degree and financial support will work in the fall and winter terms of their first two years. During their first year, they will serve as Research Assistants for approximately 20 hours per week. During their second year, they will be mentored as Teaching Assistants for one section per term of REL 103 ('Introduction to Religion') or another suitable course. Their third year of support will be a fellowship year with no work requirement. Additional years of financial support will require part-time teaching.

Students entering with a B.A. and financial support will follow the same pattern, with the exception that there will be no work requirement during their first year. Ph.D. candidates on the Master's track would be expected to take the 'thesis option' for the Master's. The program can be altered depending on the individual student's preparation and specific interests.

Program for Students with an Earned Master's in Theology or Religious Studies			
	Fall	Winter	Summer
Year One 15_18 Semester Credits Earned	REL 600 Doctoral Seminar Doctoral Seminar <i>1st General Exam Completed</i>	REL 600 Doctoral Seminar <i>2nd General Exam Completed</i> <i>Research Skill #1 Completed</i> RA 20 Hours Per Week	Doctoral Reading Course <i>3rd General Exam Completed</i> <i>Research Skill #2 Completed</i>
Year Two 15_18 Semester Credits Earned	Doctoral Seminar Doctoral Seminar or Reading Course <i>Research Skill #3 Completed</i> <i>Prep for Qualifying Exam</i> TA 20 Hours Per Week	Doctoral Seminar Doctoral Seminar or Reading Course <i>Prep for Qualifying Exam</i> TA 20 Hours Per Week	Two Doctoral Reading Courses <i>Qualifying Exam Completed</i>
Year Three 24_30 Semester Credits Earned	Dissertation (12 hours)	Dissertation (12 hours)	Dissertation (12 hours) <i>Public Defense of Dissertation</i>

Program for Students with an Earned B.A. in Theology or Religious Studies			
	Fall	Winter	Summer
Year One 24 Semester Credits Earned	REL 600 Old Testament (MA) Hist. Christianity (MA) Ecclesiology (MA)	REL 600 New Testament (MA) Christology (MA) Ethics (MA)	Prep for Master's Thesis Prepare for General Examinations <i>Research Skill #1 Completed</i>

Year Two 18 Semester Credits Earned	Elective Course Master's Thesis work (3 credits) <i>1st General Exam Completed</i> RA 20 Hours Per Week	Elective Course Thesis completed (3 credits) <i>2nd General Exam + Completed</i> <i>Research Skill #2 Completed</i> RA 20 Hours Per Week	Doctoral Reading Course Doctoral Reading Course <i>3rd General Exam Completed</i> <i>Research Skill #3 Completed</i>
Year Three 18 Semester Credits Earned	Doctoral Seminar Doctoral Seminar <i>Prep for Qualifying Exam</i> TA 20 Hours Per Week	Doctoral Seminar Doctoral Seminar <i>Prep for Qualifying Exam</i> TA 20 Hours Per Week	Two Doctoral Reading Courses <i>Qualifying Exam Completed</i>
Year Four 30 Semester Credits Earned	Dissertation (12 hours)	Dissertation (12 hours)	Dissertation (6 hours) <i>Public Defense of Dissertation</i>

ACADEMIC STANDARDS: POLICIES AND PROCEDURES

All graduates students must maintain a 3.0 quality point average during the entire course of their program to maintain good standing. The Religious Studies Department follows the grading scale as found in the most recent issue of *The University of Dayton Graduate Student Bulletin*. The following policies apply to all Religious Studies graduate students (both master's and doctoral) whose matriculation date is after August of 1999.

POLICY ON 'IN PROCESS' (P) AND 'INCOMPLETE' (I) GRADES FOR GRADUATE STUDENTS

Graduate students in the Department of Religious Studies with a total of two 'In Progress' ('P') and/or 'Incomplete' ('I') grades will not be allowed to register for additional classes until the course work for at least one of the previous classes is completed. An 'advisor hold' will be placed on their student account which means that the signature of their advisor or the Director of Graduate Studies/Chair will be required before a student's registration will be accepted by the registrar.

In addition, 'P' and 'I' grades may remain on a student's transcript for no more than one year from the date that the grade is issued (with the exceptions of REL 599 and REL 699). In exceptional

circumstances, the student may submit a written appeal to the Director of Graduate Studies requesting a one_time, one_year extension beyond this deadline. If the course work is not completed within the above time limit, the grade will permanently remain an 'I,' and the course will not count toward the student's degree.

POLICY FOR GRADUATE STUDENTS AT ACADEMIC RISK OR IN POOR ACADEMIC STANDING

In keeping with the policy of the Graduate School at the University of Dayton, the Department of Religious Studies maintains that to be considered a student in good standing, a graduate student must have a 3.0 quality point average at all times. Students who receive a grade of 'C' or below will be considered at Academic Risk. Students whose quality point average drops below a 3.0 will be considered in Poor Academic Standing and will be put on academic probation.

The Director of Graduate Studies or Ph.D. Program Director will be responsible for monitoring student grade reports. Faculty members are also expected to notify the Director of Graduate Studies or Ph.D. Program Director if any student earns a grade of 'C' or below in her or his course. This is especially important for students admitted conditionally, for whom one of the conditions is that they complete their first six hours of course work with a grade of 'B' or higher.

Academic Risk

Upon being informed of students who have earned a grade of 'C' or below, the Director of Graduate Studies or Ph.D. Program Director contacts the faculty member issuing the grade to assess the reasons for the low mark and to identify those areas in which the student needs to improve. The Director of Graduate Studies or Ph.D. Program Director then contacts the student to schedule an appointment to apprise him or her that he or she is at academic risk, to discuss the student's experience in the course, and to give guidance on areas needing improvement. Following this meeting, the Director of Graduate Studies or Ph.D. Program Director places a memo in the student's file, recording the fact that the meeting occurred and summarizing the contents of the conversation. This memo also appraises the student's advisor when it comes time for the student to again register for courses.

Academic Probation

Upon being informed of students whose cumulative average has dropped below 3.0, the Director of Graduate Studies or Ph.D. Program Director sends a letter to both the student and the student's advisor, informing them that the student is no longer in good academic standing and is on academic probation. The letter instructs the student to contact both the faculty member from whom the student earned the low grade and his or her advisor to schedule a meeting. Both of these meetings (which can take place by phone) must take place in a timely manner. If the student feels that it is necessary to speak first with the Director of Graduate Studies or the Ph.D. Program Director before proceeding, the student should feel free to do so.

The student should meet first with the faculty member from whom he or she earned the low grade in order to determine the reasons for the low mark and to identify those areas in which the student needs to improve. The student should take good notes at this meeting, as the results of this conversation are to be reported to the advisor.

The student should then meet with his or her advisor. At this meeting, the advisor and student discuss the student's academic progress, paying particular attention the student's understanding of why he or she has earned a low grade. During this meeting, the student is to be informed of the parameters governing students in poor academic standing:

1. that for the next six semester hours of course work, the student must receive grades of 'B' or higher;
2. that within twelve semester hours from the time of being put on probation, the student must achieve an overall GPA of 3.0;
3. that such students is not allowed to take more than 6 semester hours per term while on probation;
4. that students is not permitted to graduate if their overall GPA is below 3.0, following the policies of the Graduate School of the University of Dayton; and
5. that failure to meet parameters (1) or (2) ordinarily results in termination of the student from the program.

Together, the advisor and student outline a program for improvement and for monitoring the student's progress during the probationary period. This program should identify the problem or problems, describe specifically how each of these problems are to be addressed, and outline a schedule of work and meetings (with faculty and the advisor) designed to achieve the stated objectives and monitor the student's progress.

At the conclusion of this meeting, the advisor composes a written report summarizing the conversation and detailing the program for improvement and monitoring. The advisor sends a copy of this report to both the student and to the Director of Graduate Studies or the Ph.D. Program Director. The Director of Graduate Studies or the Ph.D. Program Director may make further recommendations to the outlined program; if so, both the student and advisor will be informed in a timely manner. If the student is a Graduate Assistant in a department other than the Department of Religious Studies (i.e., Campus Ministry, IPI, IMRI) or a member of the Fort Wayne program, the student's site advisor will likewise be informed that the student is on probation and will receive a copy of the program for improvement.

It is important to note that the responsibility for contacting the advisor, for attending to and implementing the program for improvement, and for maintaining contact with the advisor during the monitoring period lies with the graduate student. Graduate students in the Department of Religious Studies are allowed one probationary period during their course of studies. Students who find themselves placed on academic probation a second time will be terminated from the program. Students dismissed from the program for poor academic performance are ordinarily not readmitted.

POLICY FOR ACCURACY IN REFERENCING

Writing in all assignments in the Department of Religious Studies is expected to be accurate in referencing. Assignments which are inaccurate in referencing will not be considered acceptable insofar as they will not meet minimum academic standards. Accuracy in referencing encompasses

two areas, documentation and inclusive language.

Methods to insure accuracy in documentation are delineated in the Chicago Manual of Style. An abbreviated version of the manual is Kate L. Turabian, *A Manual for Writers of Term Papers, Theses and Dissertations*. In the absence of specific instructions to the contrary, CMOS is the required style sheet for all courses in the department.

Issues of accuracy in referencing also include the use of inclusive language. The Department has adopted the policy of the AAR which is excerpted from *Religious Studies News* 2/4 (August 1987), p. 1. Graduate students are required to adhere to this policy in all their departmental work. The policy reads as follows:

AAR Adopts 'Inclusive Language' Policy

In 1986 the AAR Publications Committee prepared and approved an Inclusive Language Policy, which was adopted by the Board of Directors at its annual meeting in Atlanta in 1986. This policy will apply to all publications sponsored by the AAR.

For the purposes of this policy, exclusive language is defined as a consistent pattern of English usage where the male is taken to be the normative human person; i.e., the word, 'man' connotes both the male and the human being as such. The term 'woman' and female pronouns are never used as generic references for human beings, but are exclusive to females. This definition is adopted from *The New Dictionary of Liturgy and Worship*, J. G. Daves, ed. SCM Press, 1986.

Policy

It shall be the editorial policy of the publications of the American Academy of Religion to avoid use of the term 'man' (including also 'men,' 'mankind,' 'Family of man,' 'brotherhood,' and the compounds 'chairman,' 'clergyman,' etc.) as a generic term, and to use inclusive terms (e.g., 'human being,' 'human,' 'humanity,' 'humankind,' 'people,' 'minister,' etc.) to designate both individuals and groups.

Consistent with this policy, the pronoun 'he' is not regarded as generic. Editorial policy is to use appropriate pronouns when the antecedent is known, and to duplicate pronouns (e.g., : 'he or she,' 'him or her,' etc.), or to employ the plural when the antecedent of the pronoun is not known. It shall be regarded as consistent with this policy if pronoun use is alternated (e.g., 'she' in one sentence, alternating with 'he' in the next), or the pronoun 's/he' is used consistently. More experimental terms (e.g., 'hir') are to be used at the discretion of the editor upon consultation with the author.

Recommended as a guide to good inclusive language style for both editor and author is: Casey Miller & Kate Swift. *The Handbook of Nonsexist Writing* (New York: Barnes and Noble, 1980). Additional guidance in the use of inclusive language may be found in Val Dummond, *The Elements of Nonsexist Usage: a Guide to Inclusive Spoken and Written English* (New York: Prentice Hall Press, 1990). All of the works referred to above are available in the Reference section of Roesch Library. Graduate students are expected to make use of them.

GRADUATION

Students who are planning to graduate must do four things. First, at least six months prior to graduation, they should make an appointment to meet or talk with the Director of Graduate Studies to make sure that all requirements for the program have been met or will be completed in a timely manner. Second, students must submit a #7 card to the Graduate Office during the first week of the semester in which they plan to graduate. Third, students must also notify the Religious Studies office that they intend to graduate and schedule an exit interview with the chair of the Religious Studies Department. Fourth, they should take time to celebrate and enjoy their many accomplishments in the course of their studies and hear the Religious Studies faculty and staff give a hearty congratulations and best wishes for the future.