

**LOYOLA UNIVERSITY CHICAGO**

**Graduate Programs in Theology**

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**GRADUATE PROGRAMS HANDBOOK**

*Master's Programs in Theology*

This handbook is intended to supplement the information and regulations contained in the current edition of *The Graduate School Catalog*, The Graduate School's "Manual for Theses and Dissertations," and the information contained on the Loyola University Chicago website.

Please note that the Graduate Programs Committee reserves the right to make changes at any time to statements, requirements, and policies contained in this handbook that are deemed to be in the best interest of the students, faculty, and programs of the Department of Theology or Loyola University.

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## **GRADUATE THEOLOGY AT LOYOLA UNIVERSITY**

Theology is the disciplined inquiry of Christian faith, which serves the church and the world. It serves the church by a critical fidelity to the Christian tradition that illumines and invigorates the Christian life. It serves the world by discovering and affirming all that harmonizes with the Gospel and by sustaining the Gospel's challenge and witness against all that breeds conflict and shatters hope.

Theology becomes service when it is developed in response to the urgent questions and pressing needs of the individual, the church, and society. It can nourish and inspire those who seek insight, wisdom, and vision. Such a theology is the goal of graduate level theological study and teaching at Loyola. Thus graduate level studies in theology at Loyola help to realize the University's mission and motto: "Preparing People to Lead Extraordinary Lives."

### **GOALS OF THE GRADUATE PROGRAMS**

Graduate studies in theology at Loyola University aim to develop an informed appreciation of theology as faith's form of disciplined inquiry in service to individuals, the Church, and society. Thus, the goal of the graduate programs in theology is to enable its students to participate in a lively and responsible way in a tradition of theological inquiry that draws its inspiration from "faith-full" service to the Christian community. Through it students will come to appreciate theology as a rich form of intellectual inquiry, to read theology critically, to recognize and evaluate a theological position, and to develop responsible theological positions of their own whenever and however they are called upon to do so.

Supporting this goal is an understanding of theology as inquiry formed and motivated by faith, which "... mediates between a cultural matrix and the significance and role of a religion in the matrix" (Bernard Lonergan, *Method in Theology*, page xi). The mediation is dialectical and thus it probes, illuminates, and challenges both faith and culture. Theology responds to questions, which emerge in the Church and in culture. Thus it serves the needs of individuals, the Church, and the culture, insofar as these needs are expressed in the explicit and implicit questions that constitute theology's agenda.

Loyola's graduate programs aim to equip students with the resources necessary for contributing to theology as a discipline that is at once academically rigorous and creative. As such, upon completing the Master's program, graduates will be prepared to assume a variety of positions where a theological training and competence are in demand, such as teaching in a high school or working in a parish educational program. Alternatively, graduates of the M.A. program who aspire to teaching and research in a college or university will be prepared to enter a doctoral program for which an M.A. provides the necessary grounding in the field.

## **Program Mission and Goals**

### Interdisciplinary and Integrated Study Across Disciplines

The field of the study of religion has been called a “field-encompassing field” (Clifford Geertz) in that the understanding of religion involves many disciplines. The fields of Theology, Christian Ethics, and New Testament and Early Christianity draw on historical, linguistic, philosophical, sociological, and literary methods, in addition to the material on which the fields themselves rely (i.e., biblical texts for New Testament and Early Christianity theological doctrines for Theology and Ethics).

### Excellence in Research, Knowledge Creation and Their Dissemination

Theological, ethical and biblical scholarship require the ability to seek out the best sources, to reflect with profundity and nuance, to participate in the community of learning through writing, adjudicating the research of others, through talks, seminars, conferences, and publications. In this way we push out the boundaries of knowledge into new fields of understanding.

### Global Awareness of Diversity in Culture and Perspectives

The fields of theology, ethics, and biblical studies require an awareness of diversity. Students in the program develop an awareness of this diversity in their coursework and research by becoming familiar with the work of scholars from various geographical areas, and in understanding how the sociology of knowledge reveals how knowledge perception and the ordering of values is dependent on culture and language.

### A Well Organized Program that Results in a Timely Completion of the Degree

M.A. and Ph.D. students should have a clear road map of program requirements, timetables and expectations of time to degree. To that end faculty evaluate the students each semester to ensure that doctoral students complete the program in a timely manner, which is to say approximately six years.

## **Student Learning Outcomes**

Stated in terms that are measurable in a variety of ways over the course of the program students should be able to demonstrate the following:

### Interdisciplinarity/Integrated Study Across Disciplines

Student papers and essays must demonstrate awareness of the findings of other disciplines, particularly in those areas that are most relevant to their own field of study

(e.g., knowledge of philosophy for theology and ethics). Students should be able to demonstrate facility with interdisciplinary discussions.

#### Excellence in Research and Knowledge Creation and Dissemination

Students should demonstrate research skills that result in well-researched, organized, and carefully thought-out papers. They should become involved in professional societies, propose papers for conferences, and submit papers for publication.

#### Global Awareness of Diversity in Culture and Perspectives

Students should demonstrate an awareness of diverse cultures in their presentations and in their papers. Students should be encouraged to be involved in seminars or if they can, trips to other locations where they will be in the minority, and experience for themselves the manner in which culture affects vision.

#### A Disciplined Program of Study that Results in a Timely Completion of the Degree

Students should show that they are progressing through the program at a steady rate. They should be able to demonstrate to their academic advisors that they are keeping to the timetable for courses, the comprehensive examination, the dissertation proposal, its defense, and graduation.

## **ADMINISTRATION OF THE GRADUATE PROGRAMS**

### *The Dean of the Graduate School*

Upon the recommendation of the Admissions and Awards Committee and/or the Graduate Programs Director, the Dean formally admits students to the graduate programs in the Department of Theology, awards assistantships and fellowships, appoints dissertation committees and approves dissertation proposals, grants leave of absences and extensions of time to complete work for the degree. The Dean also appoints the Graduate Programs Director (henceforth referred to as the GPD).

The Dean also conducts registration for courses, for language and degree examinations, and for graduation. The Dean's staff ensures that prospective graduates have met all the requirements for the degree. The students' official records are kept in the Dean's office.

The Dean fulfills an appellate role in graduate programs' grievance procedures.

### ***The Chairperson of the Department***

The Chairperson, in consultation with the GPD, appoints the members of the Graduate Programs Committee (hereafter GPC) and the Section Coordinators. The Chairperson fulfills an appellate role in grievance procedures.

### ***The Graduate Programs Director***

The GPD serves as chairperson of both the Graduate Programs Committee and the Admissions and Awards Committee, and is responsible for the overall planning and daily operation of the programs. In consultation with the Assistant Chairperson and the GPC, the GPD determines the graduate courses that will be taught each semester and assigns professors to teach them. Similarly, the GPD assigns graduate students who are recipients of assistantships to their various duties in the Department and, together with the Chair, provides the Department's evaluation of graduate students applying for University fellowships.

The GPD generally, monitors the academic progress of all M.A. and Ph.D. students in the programs. The GPD serves as liaison between the Theology Department and The Graduate School and, in that capacity, represents or appoints representatives for the Graduate Programs in Theology to serve on the various committees and councils of The Graduate School.

The GPD also represents the needs of the graduate faculty and the graduate students to the Department.

### ***The Graduate Programs Committee***

The members of the GPC are appointed by the Chairperson of the Department of Theology in consultation with the GPD. This committee consists of six members: the Graduate Programs Director (*ex officio member* and chairperson), the three Section Coordinators, one representative from the Graduate Faculty and one student representative. The three Section Coordinators serve terms of three years (in rotation so that one new Coordinator is appointed each year), while the representative from the Graduate Faculty and the student representative serve terms of one year. Each year the Chairperson appoints one student with doctoral standing (i.e., post-master's level) to the Graduate Program Committee. The student representative will have full voice and vote on all discussions and policies related to the curriculum and evaluation of the graduate programs in the Department, and will be eligible to serve on various subcommittees of the Committee. The student representative will not be present during the evaluation of particular students or of graduate faculty members.

The GPC evaluates and recommends policies governing graduate theological studies in the Department. It also recommends approval of new courses to The Graduate School and is responsible for the regular evaluation of the curriculum.

The GPC also has the ultimate responsibility for overseeing the progress of graduate students toward completion of their degrees. When appropriate, the members may recommend that a student discontinue his/her studies in the Department.

### ***The Section Coordinators***

Each academic section within the Department of Theology (New Testament & Early Christianity, Ethics, and Theology ) has a Section Coordinator, who is selected by the Department Chairperson in consultation with the GPD.

The following are some of the duties of the Section Coordinators: (1) they serve as three of the six members of the Graduate Committee each year; (2) together with the GPD, they constitute the Admissions and Awards Committee, which makes recommendations regarding admissions and the graduate awards to The Graduate School; (3) they serve as advisors to all doctoral students in their respective areas, meet with them each semester to assist in determining their courses for the following semester, and counsel the students when they seek advice on matters related to the programs; and (4) they assist the GPD and graduate teaching faculty in the evaluation of all graduate students.

The Academic Advisor serves as the designated advisor for all M.A. students regardless of specialization.

### ***The Admissions and Awards Committee***

The Admissions and Awards Committee consists of the GPD and the three Section Coordinators. This committee recommends candidates for admission to The Graduate School. It makes recommendations regarding assistantships and fellowships as well. The GPD is the chairperson of this committee, and he/she is responsible for convening its members and for providing the committee with information relevant to its tasks.

### ***The Graduate Programs Assistant***

The Graduate Programs Secretary assists the GPD in the daily operation of the programs and is responsible for coordinating the paperwork and records of the graduate programs. He/she is responsible for the following areas: responding to inquiries, mailing information about the programs and application materials, tracking applications for admission to both the M.A. and Ph.D. programs, and providing students with assistance each semester in course registration. In addition, he/she is also responsible for the maintenance of graduate student records in the Department inclusive of coursework, research language requirements, comprehensive examinations, assistantships, fellowships, and in the case of the Ph.D. student, dissertation related activities. Finally, he/she serves as a point of contact between the graduate students and the GPD or the Staff of The Graduate School.

## MASTER'S PROGRAM

The M.A. program is designed both for students seeking a Master's Degree as their final graduate degree and for those students who will pursue a doctoral degree in one of the theological disciplines. Applicants who seek the M.A. as their terminal graduate degree can be admitted on a part-time basis.

An accelerated, five-year B.A./M.A. is also available to undergraduates enrolled in Loyola University Chicago (see below) and pursuing a major in the Department of Theology. In addition, the Department of Theology in conjunction with Women's Studies and Gender Studies offers a joint dual degree program. In conjunction with the School of Education, students enrolled in the department's M.A. program may complete a minor in education.

### **Courses of Study**

M.A. students may choose between four courses of study to complete the M.A. degree in theology: (1) Biblical Studies (BS); (2) Biblical Languages and Literature (BLL); (3) Christian Ethics (CE) and (4) Theological Studies (TS). Each one of these courses of study offers a minor in Education. In addition to the required course work students must pass a four-hour written comprehensive examination. For students choosing to study Biblical Languages and Literature, this examination will include the translation of a Greek or Hebrew biblical text.

#### ***Biblical Studies***

The concentration in Biblical Studies consists of thirty hours of course work (with no language requirement), including five courses in Bible, at least two of which are in Old Testament and two are in New Testament; The remaining coursework consists of one course in systematic or historical theology; one course in Christian ethics; and three electives. The three electives allow the student to emphasize either the Old or the New Testament.

#### ***Biblical Languages and Literature***

The concentration in Biblical Languages and Literature ordinarily prepares students who are considering advanced training in biblical studies, such as a Ph.D. It consists of thirty-six hours of course work: four courses in Bible, four courses in a major language (Hebrew or Greek), two courses in a minor language (Hebrew or Greek), one course in systematic or historical theology, and one course in ethics.

#### ***Christian Ethics***

The concentration in Christian Ethics consists of thirty hours of course work and allows students to take half of their courses in Christian ethics. Normally the student then takes two courses in systematic and historical theology and two courses in Bible (one in Old

Testament and one in New Testament); the remaining course is an elective. Two courses may be taken in a cognate field outside the Department, subject to approval by the Section Coordinator and the GPD. (See page 11 for registration procedures for courses in cognate fields.)

### ***Theological Studies***

The course of studies Theological Studies consists of thirty hours. It emphasizes exposure to the full range of theological investigation while providing students the opportunity to shape their course of study to suit their particular educational and professional goals, including significant interdisciplinary study. Students pursuing this course of study normally complete two courses in each of the following areas: Bible (one course in Old Testament and one in New Testament), historical and systematic theology, and Christian ethics. The remaining four courses are then chosen from other offerings in theology or in cognate fields represented by other departments and programs in the University (e.g., Philosophy, Classical Studies, History, Catholic Studies, Medieval Studies, or the Institute of Pastoral Studies). This selection is made in consultation with, and subject to the approval of, the graduate faculty advisor for M.A. students concentrating in Theological Studies and the GPD. (See page 11 for registration procedures for courses in cognate fields.)

### ***Minor in Education from the Loyola School of Education***

Beginning in fall 2012, students seeking an M.A. in any of the four courses of study above can add the following four courses from the School of Education to their program to complete a Minor in Education:

- CIEP 414: Instructional Methods for Diverse Populations
- CIEP 423: Advanced Reading/Writing in the Content Areas
- CIEP 425: Classroom Assessment
- CIEP 458: Classroom Management

For those students who choose this option, the Theology Department will recognize two of these four required School of Education courses as fulfilling two electives in the M.A. program. The other two School of Education courses represent, in other words, an addition to the coursework required by the student's program. For the M.A. in Biblical Studies, Christian Ethics, and Theological Studies this means a total of thirty-six hours are required to complete the M.A. with this minor rather than thirty.

### **The Accelerated B.A./M.A. Degree Program**

The accelerated B.A./M.A. degree program is for undergraduate students who express an interest in studying Theology at the Master's level and to students currently majoring or minoring in Theology.

In this accelerated degree, students pursuing their B.A. in Theology take five entry-level and required courses in the field, leaving them with five Theology electives to complete in the first stage of the program. Two courses taken in the student's fourth year would match two of the M.A. level courses. While there is some possibility of flexibility, the courses that would be the most suitable are Theo 317 and 318, which currently are taught jointly with Theology 460 and 461, and Theology 300/400 level courses in Bible.

The program is jointly administered by the Undergraduate Program Director and the Graduate Program Director in the Theology Department.

### ***Admission to the Graduate Courses and Program***

Students are admitted to the B.A./M.A. program when they have made satisfactory academic progress as an undergraduate student in Theology, having completed a minimum of 60 credit hours toward the degree, with a minimum of 15 credit hours matriculated at Loyola University Chicago and a cumulative GPA of 3.5 or above. Students intending to apply for the joint degree in Theology formally apply to the Graduate Program in their junior year by submitting their academic transcript, a written statement of purpose that demonstrates their commitment and dedication to the academic study of Theology, and two letters of recommendation. Specific reference should be made to academic coursework and the student's potential to do graduate-level work in Theology.

Students following the Religious Studies Major concentration within the Department of Theology will be able to participate in the accelerated Master's Program only if they have the significant background in Christian theology required for Christian Theology majors. This would be determined by their advisor in the Theology Department.

### ***Curriculum***

The Theology Major provides students with essential resources for engaging the depth and breadth of Christian theology. It also includes exposure to other religious traditions.

### **Requirements**

**1. Entry-level courses:** Theo 100 or Theo 107, a second Tier 200 level core course, and Theo 185 Christian Ethics are required. Students who choose a core-level ethics course in the Philosophy Department will be required to take an upper-level Theology ethics course.

**2. Required Courses for the Theology Major:** Two to four courses (depending on entry-level course choices) exhibiting the following distribution:

- a. an Old Testament and a New Testament course (at either the 200 or 300 level) [one or both may have already been fulfilled at the 200 level as part of core]
- b. a 300-level course in the History of Christian Thought ( Theo 317 or 318);

- c. a course in a religious tradition other than Christianity (if not taken at the entry level);
3. **Elective Courses:** Additional courses at the 200 or 300 levels are required to complete coursework for the major (36 total credits required). At least five of these additional courses must be taken at the 300 level or above.
4. **Capstone Course:** In their junior or senior year, Theology Majors must complete a capstone course, Theo 373, which is designed to give students an opportunity to integrate various aspects of their theological education (this course is included in the five 300-level elective courses above).

See Appendix 1 for a suggested five-year curriculum.

### ***Advising***

Once students are admitted to the accelerated degree program (see above), students will meet with the Theology Department's GPD and will enroll in Theology graduate courses in consultation with their graduate advisor.

## **Dual Master's Degree Program in Theology and Women's & Gender Studies**

Loyola University Chicago offers a unique opportunity for graduate students to pursue simultaneous degrees in Theology and Women's Studies and Gender Studies (WSGS). Working on both M.A. degrees together allows students to complete these degrees more quickly by taking courses that carry credit in both fields. The program requirements of each existing M.A. are fulfilled in this dual M.A. program, which consists of 36 semester hours.

This dual degree program enables students to experience the many intersections between advanced study in Theology and Women's and Gender Studies, drawing from the strengths of faculty in both disciplines in the areas of women, gender, sexuality, religion, and ethics. The program is ideal for Catholic high school teachers of religion or for students wishing to pursue doctoral work in Theology or Women's Studies. Loyola University Chicago is the only Jesuit university that offers a graduate degree in Women's Studies.

### ***Admission***

As with all dual degree programs, students interested in the dual degree must apply simultaneously to both Theology and Women's Studies and Gender Studies and be admitted to both M.A. programs based on their separate criteria. The same criteria for admission will be applied to students who are pursuing a dual degree program as for all other students in each of the programs.

When students have been admitted to both Theology and Women's Studies and Gender Studies, they may then apply for the dual degree program via the liaisons/GPD for each program. Students will work with both graduate program directors to arrange to complete the requirements for both programs and to coordinate scheduling. It is possible to obtain both degrees two years or less, but some students may choose to extend the program as needed, depending on their personal situation, special interests, and course offerings.

### ***Requirements***

The following specific courses or distribution of courses is required to complete the two degrees (see Appendix 2 for the tracking sheet used in this program) :

WSGS 401 History of Feminist Thought: 1790-1970  
WSGS 402 Foundations of Women's Studies  
WSGS 450 Global Feminisms *or* a globally-related course  
WSGS 498 Practicum

THEO Two courses in Bible: one in Old Testament, one in New Testament  
THEO Two courses in Systematic/Historical Theology  
THEO Two courses in Christian Ethics

Three of the six courses in Theology (preferably one each in Bible, Systematic/Historical Theology, and Christian Ethics) ought to be cross-listed with WSGS or have significant gender content.

WSGS Two graduate courses cross-listed with WSGS in any department except Theology

At the conclusion of coursework all students sit for a joint M.A. comprehensive examination.

## **General Admission Requirements**

### ***Graduate School Requirements***

For general information regarding admissions, please see The Graduate School Catalog, <http://www.luc.edu/gradschool/applicationinfo.shtml>

### ***Departmental Requirements***

Candidates for admission to the M.A. are expected to meet the following requirements: (1) possess an accredited baccalaureate degree or its equivalent that is strong in the liberal arts and sciences, (2) have completed at least nine semester hours of undergraduate theology or religious studies courses (see below under "prerequisite courses"), (3) have

earned a grade point of at least 3.0 (B or better), and have achieved acceptable scores on the General Test of the Graduate Record Examination (GRE). International Students must submit TOEFL or IELTS exam scores. The Department requires a minimum score of 250 (or 600 for paper and pencil) for the TOEFL and a score of 7 on the IELTS.

Applicants to the M.A. program are required to submit to the Graduate and Professional Enrollment Management Department (hereafter GPEM) as indicated in the admissions packet: (1) a completed application form, along with the required fee; (2) official transcripts of all undergraduate and graduate course work; (3) GRE scores no older than five years, (4) three letters of recommendation from former graduate and undergraduate professors and (5) a scholarly writing sample.

In consultation with the Admissions and Awards Committee, candidates are recommended to the Dean of The Graduate School by the GPD. Formal admission into the Theology program comes only with admission into The Graduate School.

Applicants to the accelerated B.A./M.A. program have a specific set of admission requirements as outlined above.

### ***Admission Status***

Applicants to the M.A. program in Theology can be admitted unconditionally, conditionally, or on probation. Most students may take courses in the M.A. program on either a full-time or part-time basis. However, post-baccalaureate students who have been admitted directly into the Ph.D. program in New Testament and Early Christianity, or who are recipients of an assistantship, can only be admitted on a full-time basis.

A student who has applied for non-degree seeking status in order to take courses in the M.A. program without working towards a degree may request admission later into a degree seeking program in the Department, but only nine hours of coursework taken under this rubric can be counted toward the M.A. or Ph.D. degree.

### ***Prerequisite Courses***

Applicants to the M.A. program who lack sufficient undergraduate course preparation in theology or religious studies will be required to take certain designated undergraduate courses as prerequisites to their enrollment in M.A. coursework. Applicants are considered deficient in their preparation that lack undergraduate coursework in any of the three main areas of theology (biblical studies, systematic/historical theology, and Christian ethics). In doubtful cases students may be required to take the final examination in one or another of these courses to ascertain whether they have the necessary background.

### ***Advanced Standing and Transfer Credit***

The Graduate School permits up to six hours of credit toward the master's degree to be taken at schools other than Loyola University or outside the Theology programs at Loyola (prior to entrance into the Department). Requests for such transfer credit or advanced standing must be supported by recommendations from the GPD.

Students wishing to request advanced standing in the M.A. program must make this request to the GPD after matriculation into the program but during the first year of study. The Graduate School will permit up to six hours of credit to be taken after admission at schools other than Loyola if the total number of transfer credits applied toward the master's degree does not exceed six hours. Requests for such transfer credit must be supported by a recommendation from the GPD, whose approval should have already been sought for the coursework prior to the student's enrollment in the non-Loyola program.

After admission, courses may be taken in other departments at Loyola, subject to the specific requirements of the course of studies a student is enrolled in; however, such work in cognate fields requires the permission of, and documentation by, the GPD (in consultation with the student's academic advisor).

### ***Application to the Ph.D. Program at Loyola***

Students who are pursuing the M.A. degree in Theology may apply to the Department's Ph.D. program at any time before the completion of the M.A. However, all the necessary requirements for admission to the Ph.D. program must be fulfilled in order to be considered.

## **Requirements for Completion of the Master's Degree**

### ***Course Requirements***

Students seeking an M.A. degree must successfully complete the coursework as specified for their course of study (30-36 credit hours) and pass a comprehensive examination. There are no specific courses required for the M.A., although each course of study has a specific distribution of courses to ensure minimal exposure to the breadth of the field. This allows students, in consultation with their advisor, flexibility in the shaping of their graduate program. The MA advisor can assist students in choosing courses that both fulfill the requirements of the chosen course of study and that address the student's more individual academic interests.

### ***Theological Studies as a Course of Study***

The M.A. in Theological Studies differs from the other courses of study in the M.A. program insofar as this program does not represent a specific concentration in one of theology's sub-disciplines (i.e., biblical studies, ethics, historical theology, etc.) but the

opportunity to explore the full range of theological investigation as a “field-encompassing field,” to use Clifford Geertz’s language. As such, beyond requiring of the student two courses each in biblical studies, ethics, and systematic theological/historical theology, this course of studies sets aside four courses as electives, which the student may use to shape their study of theology in ways suited to their individual educational and professional goals. In this way, , with assistance from the student’s advisor and the permission of the GPD, students in Theological Studies have the flexibility to pursue their theological interests across departmental lines, availing themselves of the opportunity Loyola University affords them in cognate and other relevant disciplines such as Philosophy, Communications, Political Science, History, Sociology, Psychology, Pastoral Studies, and more.

### ***Graduate Course Numbering***

Graduate courses are designated either as 400-level courses or 500-level courses. The difference in the numbering does not signal the rigor of the courses in question but generally the different purposes courses designated by these numbers serve and sometimes the different populations. 400-level courses are open to all graduate students, and generally, though not always, lack prerequisites. The purpose of these courses is to provide the tools and information on a given topic necessary for graduate research work as demonstrated in the production of a research paper. Often courses designated by a 400-number survey a topic or an area of theology, emphasizing breadth over depth.

500-level courses, which are typically associated with doctoral work, are open to all graduate students who fulfill the prerequisites for the courses established by the instructors. Such prerequisites indicate the academic resources or background necessary for successful participation and achievement in the course, e.g., language proficiency, cognate background, previous course background, etc. Such courses normally carry the highest expectations of the graduate program’s offerings for background as well as for research. They are normally, but not always seminars in format.

### ***Undergraduate Courses***

With the approval of the GPD, M.A. students may also take courses from the Theology Department’s 300-level courses (undergraduate courses designed primarily for undergraduate majors and minors in Theology and Religious Studies), though no more than two of these courses may be applied toward the M.A. degree. Language courses taken to fulfill the degree requirements of a course of study (i.e., Biblical Languages and Literature) are an exception to this rule.

### ***Courses outside the Theology Department***

If students wish to take “cognate” courses outside the Theology Department for credit toward the M.A., they need prior written approval from their advisor, the GPD and the instructor of the desired course.

### ***Paper Requirement Governing Coursework***

The following motion was passed unanimously by the Graduate Programs Committee, and the Theology Department October 15, 2008.

A paper may be submitted for two courses with the provisos that:

1. both professors are consulted in the early weeks of the course and both are in agreement;
2. that the paper be longer than that submitted for one course only and fulfills the requirements for both courses, e.g. sources, method, questions, etc.;
3. That it demonstrate a sufficiently convincing integration of the two courses so as to be a better response to the requirements than one paper for each course
4. That it is graded separately by each professor.

### **Language Requirements**

No foreign language is required of students seeking the M.A. as their final graduate degree, except in the case of students concentrating in Biblical Languages and Literature. However, students who are completing the M.A. degree as part of the Ph.D. program must demonstrate a reading competence in the research languages required by their area of specialization in the doctoral program before they can advance to doctoral standing. Thus the Department strongly recommends that these students complete this research tool requirement before they finish the M.A. degree.

N.B. Language courses taken to fulfill the research tool requirement of the doctoral program, outside of those courses in a biblical language (or Coptic) actually offered by the Department, are not ordinarily counted as part of a student's (elective) course work.

### **Comprehensive Examinations**

#### ***General Description***

All students seeking an M.A. degree must successfully pass a written comprehensive examination that tests the student's general knowledge and ability. The student must have successfully completed at least twenty-seven hours of course work (thirty-three credit hours in the case of a student in BLL) before being eligible to take the comprehensive examination. The specific content and format depends upon the course of study (Biblical Studies, Biblical Languages and Literature, Christian Ethics, or Theological Studies) the student is engaged in.

The exam will be offered twice each academic year, in mid-November and mid-March. It consists of a four-hour examination taken on a single day and based, in part, on a reading list available to the student upon entrance into the program. The reading list can be obtained from the Theology Department on Sakai. For students in concentrations that

require twelve courses or thirty-six hours of course work, that is, the Master's in Biblical Languages and Literatures, the Master's with a Minor in Education. and the Five Year BA/MA program, comprehensive examinations may be taken in the first week of May, allowing the student to 'walk' in Graduation, and also the first week of August.

### ***Registration for the Comprehensive Examinations***

M.A. students seeking to take the comprehensive examination must notify the GPD of their intent in writing. (Samples of the exact wording for the formal petition are available in the Appendix 9) For example, if a student desires to sit for the comps in the spring of any given year, they need to submit the request to the GPD by October 1<sup>st</sup> ; and if they desire to sit for comps in the fall, they should petition the GPD by March 1<sup>st</sup>. Students register for the comprehensive examination by submitting a request in writing to sit for the exams to the GPD.

The following sample represents the format this petition is to take. It should be emailed directly to the GPD, with copies at the same time going to the Graduate Program Assistant and the M.A. advisor.:

#### Sample Petition

Dr. Dr. GPD,

This is my formal request to be allowed to sit for the written comprehensive exams that will be held in \_\_\_\_\_ (fall or spring with year noted). My degree program is the MA and my course of study is \_\_\_\_\_.

I have fulfilled all of my coursework.

I have submitted all necessary paperwork for advanced standing.

(Please note that if the items mentioned here have not been completed, the petition is to be amended accordingly.)

The following is a list of all the courses that I have completed at LUC as part of my program, along with the names of the professors who taught these classes:

(The course, the instructor, the year, and the semester in which the course was taken should be indicated.)

(For students whose exam requires the selection of certain primary texts (e.g., students in Biblical Languages and Literature or Biblical Studies) or a bibliography, the following statement should be added.)

Also attached to this email is my selection of primary texts for the exam (and/or the bibliography I have been asked to submit).

Thank you, Name and contact information

The Graduate School requires that all graduate students stay in continuous registration. If the M.A. coursework has been completed, students should register for Theology 605: Masters Study.

Masters students are expected to sit for their comprehensive exams within one academic year of their final course. Normally students may register for no more than two semesters of Theology 605. If a student foresees that s/he will not be able to meet this expectation, the student should submit a petition to the GPD explaining why additional time is needed. This petition should include a plan for completing their preparation for comprehensive exams a timely fashion.

### ***Examining Boards***

Comprehensive Examination Boards for the M.A. consist of three faculty members appointed each semester by the GPD, in accordance with the procedures established within the Department for each of the four courses of study. Thus for Theological Studies, the board will consist of one member from each section. For Biblical Studies, Biblical Languages and Literature and Christian Ethics, the board will consist of two faculty members from the student's area of concentration and one faculty member from one of the other two sections in the Department. New boards of examiners are appointed each semester. The names of the examiners are typically communicated to the master's student within thirty days of the GPD's receiving the petition.

The GPD will designate one member as the chairperson of the examining board (for exams in Biblical Studies, Biblical Languages and Literature, and Christian Ethics, in consultation with the appropriate Section Coordinator). It is his/her responsibility to convene the members, collate the questions prepared by the board in advance of the examination date, and report the results of the examination to the GPD at the completion of the examination process. It is the responsibility of the GPD to report the grade assigned by the board to the student.

### ***Grading of the Examinations***

Each examiner on a comprehensive examination board will read and grade all parts of a student's examination. The exam will be graded on a high pass/pass/fail basis. A grade of high pass is awarded when all the members of the examining board assess the quality of the examination to be superior. The student passes the exam when at least two of the three examiners pass each part of the examination. Consequently, if the student fails one part of the exam, he/she is given a grade of "fail" for the exam.

Upon the recommendation of the examining board and the approval of the GPD, the student may be offered the opportunity to retake a section, or the sections of the exam, which (s)he failed. Such retakes will only be permitted during the next scheduled examination session.

### ***Time Limit***

The policy of The Graduate School is that all requirements for the M.A. degree must be completed within five years of beginning the first course at Loyola leading to the degree. Extensions may be granted by the Dean of The Graduate School, normally in consultation with the GPD, if the student demonstrates steady and satisfactory progress.

### ***Graduation***

Students must apply for graduation on the LOCUS system.

## **COURSE REGISTRATION**

### ***Procedures***

Approximately one month before the beginning of each academic term, each student will receive an e-mail indicating that the course descriptions and current Schedule of Classes are available on SAKAI and posted to the Theology website. Students may register for themselves via LOCUS after consultation with their Section Coordinator or Academic Advisor.

M.A. students in Theological Studies should make an appointment with their Academic Advisor to discuss course selection. Students in Christian Ethics, Biblical Studies or Biblical Languages and Literature should meet with the Section Coordinator appropriate to their course of study. Normally, the student can register using LOCUS twenty-four hours a day, seven days a week. All graduate level students are urged to register within one day of the opening of their registration time. It is the Department's recommendation that no student should register for courses without having consulted his or her designated advisor.

### ***Registration for Courses outside the Theology Department***

If students wish to take "cognate" courses outside the Theology Department for credit toward the M.A. or Ph.D. degree, they need prior written approval from their advisor, the GPD and the instructor of the desired course. The student should use the Theology Department Course Approval form and secure the signature of the instructor and their advisor prior to seeking the GPD approval. This form should be submitted to the Graduate Programs Secretary of the cognate field, who will then facilitate the actual registration

## EVALUATION PROCEDURES

### *Evaluation of Graduate Faculty and Graduate Courses*

Toward the end of every semester, the graduate students will evaluate the graduate courses in which they are registered. The results of these evaluations are confidential, and the professor receives a summary of the student's comments approximately one month after the completion of the course.

### *Graduate Student Advising and Evaluation Process*

The department operates under The Graduate School's regulations on course grades and academic standing. These regulations are available on The Graduate School website.

A grade of "C" in a course indicates a professor's serious reservations about the student's work. Thus, a grade of "C" will prompt the Graduate Programs Committee to evaluate the student's standing and progress in the program. Graduate students are expected to maintain an average of not less than "B" (3.0 G.P.A.). Those failing to meet this standard may be dismissed from the program.

At the end of each semester, the professors who have been teaching the graduate courses submit a confidential evaluation of each student to the GPD, who forwards a copy to the student's academic advisor.

Over the Christmas holiday, graduate students should complete and submit to the GPD confidential self-evaluations, a copy of which will be forwarded to the student's academic advisor. The appropriate forms can be found on SAKAI.

During the summer, academic advisors will fill out a confidential evaluation for each of their advisees and submit that evaluation to the GPD.

## Graduation

It is necessary to apply to the Graduate School in order to graduate. Such matters as the fees stipulated by the graduate school and dates for application are subject to change.

## GRIEVANCE PROCEDURES

Students may appeal a grade they have received in a course or may challenge a grade, which is assigned for academic dishonesty. They may also appeal for redress in the event they think that departmental procedures were violated in their case. In general, students should thoroughly familiarize themselves with the policies and statements on academic honesty contained in The Graduate School *Catalog* at [http://www.luc.edu/gradschool/academics\\_policies.shtml](http://www.luc.edu/gradschool/academics_policies.shtml).

Any appeal must be initiated in writing to the GPD within twenty business days of the publishing of the grade. In the event of an alleged violation of departmental procedures, appeal must be initiated in writing to the Chairperson of the Department within twenty class days of its alleged occurrence. If the GPD assigned the grade being appealed or challenged, the student appeals to the Chairperson of the Department.

The appeal for the change of a grade shall be based upon evidence that the professor assigned the grade in an arbitrary, capricious, or discriminatory way. In particular, the professor may not depart from the ground rules established at the outset of the course. When a professor assigns a grade for academic dishonesty, he or she must be prepared to supply evidence to substantiate the charge.

The appeal for redress of an alleged violation of departmental procedures shall also be based upon the appropriate investigation of the alleged violation and its consequences.

In any appeal, the burden of proof rests with the student. The evidence must be presented in writing and the student must furnish copies of all written materials (for example, papers, examinations, books, and articles), which are relevant to the case. The written appeal and the evidence are to be submitted to the GPD (or to the Department Chair, if appeal is being made against an action of the Director) who will give them to the professor for his/her comment and response.

In the appeal of a failing grade for alleged academic dishonesty, the student will initiate the appeal in writing. The professor will then provide a written statement of the basis for his/her judgment. The student will respond to this statement in writing and will furnish copies of all materials that the concerned parties designate as relevant.

If mediation fails to reach a solution, a hearing board of three to five disinterested professors will be established by the GPD (or by the Department Chair, in the event that an action of the Director is being appealed). A chair of the hearing board is also appointed by the GPD (or Department Chair). The chair of the hearing board will contact all the parties involved and will conduct a hearing following the model of procedures established for the College of Arts and Sciences.

A written notice of every appeal for change of grade and of every dispute of a charge of academic dishonesty and of each appeal for redress of an alleged violation of departmental procedure, along with a record of the disposition of each case, will be sent to the Dean of The Graduate School.

Students who request a hearing for their case in the Graduate School must make this request within thirty days after the beginning of the term following the event leading to the grievance (excluding summer sessions).

## **GRADUATE STUDENT CAUCUS**

A student caucus open to all full- and part-time Theology graduate students convenes regularly throughout the school year. Its purpose is to provide a forum for the discussion of the full range of issues pertinent to the students; the caucus also contributes to the social life of the Department's graduate students. A President, Vice-President Administration/Pres-Elect and Vice President Social are elected annually. Elected caucus leaders bring the concerns of the caucus to the GPD. A caucus member with doctoral standing is appointed by the Department Chair to serve on the Department's Graduate Program Committee. This appointment is made by the Chair in consultation with the GPD. In addition, a doctoral student is elected to serve a one-year term as Liaison to the American Academy of Religion's (AAR's) Graduate Student Liaison Committee. Another student is elected by the members to represent the caucus for a two-year term on The Graduate School Advisory Committee.

## **POSTING OF ANNOUNCEMENTS**

Announcements pertaining to various aspects of graduate student life are regularly posted in the Theology Department in the Crown Center for the Humanities, third Floor. All graduate students are required to have ready access to LUC e-mailbox for the normal conduct of business with the Department and the University.

## **EMPLOYMENT OPPORTUNITIES AND GRANTS**

Notices of job openings and grants for which M.A. and Ph.D. graduates are eligible are posted via e-mail to current graduate students.

Students are urged to contact the Career Center for other financial opportunities such as grants, internships and teaching opportunities. The Career Center is located on the second floor of the The Sullivan Center for Student Services at Lake Shore Campus.

## FACULTY OF THE GRADUATE SCHOOL

### *Biblical and Early Christian Studies*

Wendy Cotter, C.S.J. (Ph.D., University of St. Michael's College)  
Robert A. Di Vito (Ph.D., Harvard University)  
Edmondo Lupieri (Doctor of Letters, University of Pisa)  
Thomas H. Tobin, S.J. (Ph.D., Harvard University)  
Urban C. von Wahlde (Ph.D., Marquette University)

### *Christian Ethics*

William C. French (Ph.D., The University Chicago)  
Hille Haker (Ph.D., Tubingen University)  
Tisha Rajendra (Ph.D., Boston College)  
Susan A. Ross (Ph.D., The University of Chicago)  
Michael J. Schuck (Ph.D., The University of Chicago)  
Sandra Sullivan-Dunbar (Ph.D., The University of Chicago)  
Aana Marie Vigen (Ph.D., Union Theological Seminary)

### *Theology*

Peter Bernardi, S.J. (Ph.D. Catholic University of America)  
Mark Bosco, S.J. (Ph.D. Graduate Theological Union)  
Miguel Diaz (Ph.D., University of Notre Dame)  
Colby Dickinson (PhD. Katholieke Universiteit Leuven)  
Marcia Hermansen (Ph.D., The University of Chicago)  
John P. McCarthy (Ph.D., The University of Chicago)  
Mark McIntosh (Ph.D., The University of Chicago)  
Dennis D. Martin (Ph.D., University of Waterloo)  
Hugh Nicholson (PhD, Boston College)  
Tracy Pintchman (Ph.D., University of California)  
Susan A. Ross (Ph.D., The University of Chicago)  
Devorah Schoenfeld (Ph.D., Graduate Theological Union)

## Appendix 1

### SUGGESTED CURRICULUM OUTLINE FOR THE ACCELERATED THEOLOGY B.A./MASTERS PROGRAM

<b>FRESHMAN PROGRAM First Semester</b>	<b>Second Semester</b>
English 105 – 3 credit hours	English 106 – 3 hours
History 101 – 3 hours	History (2nd Core requirement) – 3 hours
Natural Science Core – 3 hours	Social Science Core – 3 hours
Communicative/Philosophy Core – 3 hours	Expressive Arts – 3 hours
Theology Core – Theo 100 3 hours	Ethics Core –Christian Ethics (Theo 185) 3 hours*
<b>3 credit hours Theo</b>	<b>3 credit hours Theo</b>

\*If the student takes a 100-level Philosophy core course, they are required to take an upper level ethics course in Theology at some point in their BA studies.

<b>SOPHOMORE PROGRAM First Semester</b>	<b>Second Semester</b>
Literature Core – 3 hours	Literature Core – 3 hours
Mathematics Core – 3 hours	Philosophy Core – 3 hours
Natural Science Core – 3 hours	Social Science Core – 3 hours
Philosophy Core – 3 hours	Theology 300-level – 3 hours
Theology Core – 2 <sup>nd</sup> tier 200 level core 3 hours	Natural Science Core – 3 hours
<b>3 credit hours Theo</b>	<b>3 credit hours Theo</b>

### JUNIOR & SENIOR PROGRAMS

The program outlined above provides that all the core requirements will be met by the end of the second year except for one last Literature Core course. This frees up Junior and Senior year for concentration in the major. Application to the accelerated Master’s program would occur during one’s Junior year.

<b>Junior PROGRAM First Semester</b>	<b>Second Semester</b>
Theo 200 level OT	Theo 200 level NT
Theo 200 level World Religion	Theo 300 level
CAS core in lit.	Theo 300 level
Elective	Other core or elective
Elective	“
<b>6 Credit Hours Theo BA</b>	<b>9 Credit Hours Theo BA</b>

<b>Senior PROGRAM First Semester</b>	<b>Second Semester</b>
Theo 317 or 318/460 (BA/MA)	Theo 300/400 NT course (BA/MA)
Theo 300/400 OT course (MA)	Theo 300/400 level course (MA)
Elective (2)	Theo 373 Capstone (BA)
Elective (total electives: 9 hours)	Electives (2)
<b>3 credit hours BA/6 credit hours MA</b>	<b>6 credit hours BA/6 credit hours MA</b>

<b>Graduate Studies Year - First Semester</b>	<b>Second Semester</b>
Theo grad level	Theo grad level
Theo grad level	Theo grad level
Theo grad level	Theo grad level + comps
<b>9 credit hours for MA</b>	<b>9 credit hours for MA</b>

**Total: 36 credit hours for BA (including capstone); 30 credit hours for MA: fulfills credit hour requirements for both degrees**

## Appendix 2

Loyola University Chicago  
**Theology Department – Graduate programs Office**

**Tracking for Master's Degree**  
Revised graduate Program –2000

Student Name (Last, First) \_\_\_\_\_

### Admissions

Semester & Year Entered: \_\_\_\_\_ 5-Yr Limit: \_\_\_\_\_ Extension: \_\_\_\_\_

Conditional Admit: (Yes/No) \_\_\_\_\_ Condition(s): \_\_\_\_\_

\_\_\_\_\_ Date Condition removed: \_\_\_\_\_

Number of Credit Hours Accepted of Advanced M. A. Standing (max = 6 hrs): \_\_\_\_\_

Full-time: \_\_\_\_\_ Part-time: \_\_\_\_\_

### Financial Aid (Year and F= Full or H= Half)

Assistantship:	1. _____ ( )	2. _____ ( )
Fellowship:	1. _____ ( )	2. _____ ( )
Scholarship:	1. _____ ( )	2. _____ ( )

Course of Study: \_\_Theological Studies and Women/Gender Studies \_\_\_\_\_

### Required Courses and Examination: 12 courses

WSGS 401: History of Feminist Thought: 1790 – 1970 (3 credits)

WSGS 402: Foundations of Women's Studies (3 credits)

WSGS 450: Global Feminisms or a globally-related course (3 credits)

WSGS 498: Practicum (3 credits)

THEO: Two courses in Bible: one Old Testament, one New Testament (6 credits)\*

THEO: Two courses in Systematic/Historical Theology (6 credits)\*

THEO: Two courses in Christian Ethics (6 credits)\*

WSGS: Two cross-listed (any department except Theology with WSGS) graduate courses  
(6 credits)

Joint MA examination (0 credits)

\*Three of the six courses in Theology (preferably one each in Bible, Systematic/Historical, Ethics) to be cross-listed with WSGS or to have significant gender content.

	<u>Course # and Title</u>	<u>Professor</u>	<u>Sem. &amp; Yr.</u>	<u>Grade</u>
1.	OT _____	_____	_____	_____
2.	NT: _____	_____	_____	_____
3.	WSGS _____	_____	_____	_____
4.	S/H: _____	_____	_____	_____
5.	S/H: _____	_____	_____	_____
6.	CE: _____	_____	_____	_____
7.	CE: _____	_____	_____	_____
8.	WSGS: _____	_____	_____	_____
9.	WSGS: _____	_____	_____	_____
10.	WSGS: _____	_____	_____	_____
11.	E: _____	_____	_____	_____
12.	E: _____	_____	_____	_____

II. Written Comprehensive Examination

Three Members of the Board: \_\_\_\_\_

Date of Exam: \_\_\_\_\_

Composite Grade: \_\_\_\_\_ (High pass/Pass/ Fail)

Graduation Date: \_\_\_\_\_