

**PONTIFICAL JOHN PAUL II INSTITUTE
FOR STUDIES ON MARRIAGE AND FAMILY
AT THE CATHOLIC UNIVERSITY OF AMERICA**



**HANDBOOK
S.T.L. AND S.T.D. PROGRAMS
2023-2024**

**LICENTIATE IN SACRED THEOLOGY
OF MARRIAGE AND FAMILY
(S.T.L.)**

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Introduction

The S.T.L. program prepares the graduate for teaching posts, especially in Roman Catholic seminaries, colleges, and universities, as well as for **further** studies at the doctoral level. This is a post-S.T.B. program offering further academic development and research skills in accordance with the mission statement of the Institute. As an ecclesiastical degree, the licentiate is granted by the authority of and in the name of the Holy See. The S.T.L. program conforms in its specifications to the requirements set forth in *Veritatis gaudium*.

Admissions Requirements

Admission to the S.T.L. program requires the pontifical Bachelor of Sacred Theology (S.T.B.). Further requirements are enumerated in the application for the program.

Residency Requirement

The S.T.L. program requires four semesters of full-time study in residence. In certain cases, the Dean will consider requests to fulfill course requirements on a part-time basis. All the requirements for the S.T.L. degree must be completed within five years of the date the student enters the S.T.L. program at the Institute. If a student does not complete all requirements within five years, the student may petition the Dean for a one-year extension. If students fail to complete all requirements within this period, they cease to be candidates for the S.T.L. In all cases, total tuition payments for the degree must equal at least the cost of four full-time semesters and at least one semester of thesis direction.

Degree Requirements

S.T.L. students must complete 48 credits of prescribed three-credit courses which include selected seminars (as announced during each school year), with a grade-point average of at least 3.3 on a 4.0-point scale. These courses will be selected, with the guidance of the S.T.L. Program Advisor, from among the S.T.L.-level courses. S.T.L. students must write and defend a thesis and satisfactorily present a *lectio coram* in order to receive the degree.

Students whose GPA drops below the required 3.3 minimum are automatically under academic probation. If students are unable to raise their GPA above the minimum by the end of the next semester, they must petition the Dean to remain in the program.

Languages

Students are required to demonstrate reading proficiency in scholastic Latin and in one modern language from the following list: French, Spanish, Italian, or German. Proficiency is ordinarily demonstrated by successful completion of a written examination administered by Institute faculty.

The Latin requirement is to be fulfilled during the first year of residency, and the modern language requirement must be fulfilled by the end of the third semester, but students are urged to fulfill it by the end of the first year.

Language examinations are administered four times per year, in September, November, January, and April, as announced. Language examinations are two hours long, and use of a dictionary is allowed. Examination responses are to be typewritten on computers provided by the Institute. Students obtain a pass when their translation of the text administered shows that the student possesses an adequate capacity to read, understand, and use a text in its original language.

To satisfy the language requirement in one of the modern languages, the following CUA language courses may be substituted for the proficiency exam: TRS501 Theological German; GER 500 Reading for Comprehension; FREN 500 Reading for Comprehension; ITAL 500 Reading for Comprehension; or SPAN 500 Reading for Comprehension. These courses must be completed with a grade of at least B+ (in a course with letter grades) or Pass (in a Pass/Fail course). Students wishing to register for a language course at CUA, after consulting with the S.T.L. Advisor, should follow the usual cross-registration procedures. In addition, students who successfully complete the Institute-sponsored summer Latin course (when available) with a B+ grade on the final exam may substitute that course for the proficiency exam.

Performance Standard

A “Pass” is required for all language examinations. The focus of the examination is the translation of a specific written document in the target language. A satisfactory level of achievement is demonstrated by translation into English of substantially all of the content expressed in the subject language so that the substance of the document and specific meaning are reflected with substantial accuracy. “Substantial” is defined as allowing minor or incidental errors of translation options that do not misconstrue or fail to convey the essential and substantive essence of the translation, so that the submitted translation document is essentially accurate. Retakes are permitted with the focus being on the eventual demonstration of language proficiency. Students may meet privately with the assigned faculty member to discuss the unsatisfactory mark to discuss the ongoing language preparation and evaluation.

Lectio Coram

S.T.L. students must satisfactorily present a *lectio coram* – a twenty-minute public lecture – during the final semester of study, to be presented on the same day as the thesis defense. Before a panel of examiners, consisting of the thesis director and two readers of the thesis, the *lectio coram* should demonstrate the candidate’s competence in theology *and* as a teacher. It must be clearly and logically organized, manifest the candidate’s familiarity with a wide range of relevant literature, and exhibit soundness of theological judgment. As the name implies, the *lectio coram* is open to the public.

Thesis

The thesis is an integral part of the S.T.L. curriculum, requiring several months' planning, research, analysis, exposition, revision, and discussion. It entails both the independent investigation of some significant question arising from the work of the program and a defense of the conclusions reached. It should give evidence of training in research and make a contribution to theological and/or philosophical knowledge involving a limited yet significant issue. It must demonstrate the student's familiarity with basic methods and techniques of research, mastery of a limited topic, and ability to exercise sound theological judgment and to formulate accurate conclusions. The thesis director, more a critic than a teacher, provides assistance in defining the question to be examined. The student alone is responsible for working out the question and its resolution.

Schedule of Production of the Thesis Proposal

By the end of the first semester, and in consultation with the S.T.L. Program Advisor, the student asks a faculty member to direct his thesis. Once a faculty member agrees to direct the thesis, the Program Advisor, in consultation with the thesis director, appoints two other faculty members to a thesis board. One of the two faculty members is designated the first reader of the thesis.

By midterm of the second semester, and in consultation with the thesis director, the student prepares and submits to the Program Advisor a thesis proposal, organized according to the sections outlined below.

Components of Proposal

Excluding the bibliography, the prospectus should contain c. 3000 words.

It should consist of all the following parts:

1. Proposed Title
 - The title can consist of a main title and subtitle and should indicate the thesis of the dissertation in some form.
2. Introduction to the Thesis
 - The introduction to the thesis should be brief (1-2 paragraphs) and should situate the topic of the thesis in the general current cultural and academic context: Why is the thesis needed? What problem does it address, in general terms? The Introduction prepares the general reader to understand the relevance of the thesis and motivates a further engagement.
3. Thesis Statement

- In a paragraph or less, state the argument of the thesis in its essence. What proposition will you be arguing?
4. *Status Quaestionis*
 - To show the originality of the thesis's contribution, it is necessary to outline the historical and theological context of the topic and the thesis. Who are the major contributors and what solutions and theses have they proposed? What are the questions at stake in the debate and how does the argument of the thesis aim to answer them in a new and helpful fashion?
 5. Methodology
 - Give an account of the sources you plan to base your thesis on, describe the research methods you use to engage the sources, and make transparent the theological perspective of the thesis's engagement with the topic.
 6. Description of Chapters
 - Lay out the development of the thesis's argument through each of the planned chapters, and why each chapter is a necessary step in the whole argument.
 7. Table of Contents
 - Provide a proposed table of contents, with chapter names and major sub-headings.
 8. Bibliography
 - The bibliography should include significant primary and secondary sources that will be consulted and should list the two kinds of sources separately, both in alphabetical order.

Each of the more substantive sections [4-7] should begin on a fresh page in the document. A sample proposal may be requested from the Administrative Assistant in Room 313 for reference.

The key elements of the thesis proposal are the research and articulation of the thesis's argument and the collegial process of guidance by the thesis director and the first and second readers of the thesis.

Approval Review of the Proposal

Within two weeks, the thesis board meets with the candidate to review and analyze the proposal. The thesis director, other board members, and the Program Advisor may accept or reject the proposal, or they may specify required modifications to it (acceptance *sub conditione*). If substantial revision is required, the board meets again with the student, either accepting or rejecting the proposal or requiring further modifications. The proposal is deemed to be approved when the approval form has been signed by the thesis director, the

other two board members, and the Program Advisor. The proposal, with original signatures, is held in the student's official file.

Once the proposal has been approved, the student is free to commence writing the thesis in consultation with the thesis director and the other board members.

Production of the Thesis

At least six weeks prior to the expected date of defense, and on or before the S.T.L. thesis deposit due date listed in the academic calendar, the student must submit five copies of the completed thesis to the Program Advisor. The copies must be bound with a black plastic comb or spiral binding, a black vinyl back cover, and a clear plastic front cover. The copies of the thesis are distributed to the thesis director and the other board members.

The thesis must be 60 to 70 pages in length, excluding the bibliography (page limits are strictly enforced), and written according to the *Chicago Manual of Style*. Details regarding formatting and print layout may be requested from the Assistant to the Program Advisors in Room 313.

Upon completion of the thesis, the thesis director and first reader signify their approval in writing that it can be defended. (The thesis director and first reader may judge the thesis substantively complete and worthy of defense, while noting some mandatory corrections to be made prior to final acceptance.) The date for the *lectio coram* and the thesis defense cannot be set prior to this written approval; approval must be received at least 30 days in advance of the defense. The defense of the thesis cannot be scheduled until all language requirements have been met.

***Lectio Coram* Presentation**

On the day of the thesis defence, the student will also give a *lectio coram*. The thesis director will propose a topic for the lecture unrelated to the thesis. The candidate is notified of the selected topic *48 hours prior* to the *lectio coram*.

The candidate may present the lecture using a one-page written outline. The lecture may not be delivered from a written text. If an outline is used by the candidate, copies must be submitted to the board prior to the lecture. At the conclusion of the lecture, the board poses questions on the presentation for 25 minutes. After the *lectio coram*, each examiner gives a secret grade, and the final grade is the average of those grades. If the candidate fails this examination, the student is not permitted to defend the thesis, which otherwise occurs immediately following the *lectio coram*. The Dean, in consultation with the chairman of the

panel of examiners, will determine whether the examination may be repeated. Should a candidate fail a second time, the student ceases to be a candidate for the licentiate degree.

Defense of the Thesis

After a successful completion of the *lectio coram*, the student must defend his thesis by oral examination, to be conducted by the thesis board (the thesis director and the two readers). The student begins with a 5-minute presentation of his thesis. The student may speak from notes but should not read from a prepared text. This presentation is followed by a 25-minute questioning period by the panel. At the end of the defense, the written thesis and the oral examination are graded separately by the members of the defense board. The votes are taken in secret and supervised by the chairman of the examination. The final grade is the average of the grades submitted by each board member. If a candidate fails this examination, he must obtain permission from the Dean to schedule another defense. A candidate will not be permitted to retake the examination until at least one semester, or an equivalent period of time, has elapsed since the date of the failure. If the student fails a second time, he ceases to be a candidate for the licentiate degree.

Performance Standard

In addition to the procedural requirements noted above, the candidate must satisfy the professional judgment of the thesis board that the thesis defense on an S.T.L. level: (a) represented a satisfactory independent investigation of a significant question/topic arising from the program's curriculum; (b) satisfactorily defended the conclusions reached in the document; (c) reflected evidence of sufficient training to conduct research resulting in contributions to theological or philosophical knowledge; (d) demonstrated sufficient familiarity and usage of basic methods and techniques of research; (e) evidenced mastery of a limited topic; (f) indicated the ability to exercise sound theological judgment; and (g) evidenced the capability of formulating accurate conclusions.

Review of Academic Progress

The S.T.L. Program Advisor conducts an interview with each licentiate student at the end of each year of study to review the student's academic progress and to receive comments from the student regarding his or her progress and concerning the program itself. At this time, the Program Advisor communicates to the student the results of the periodic evaluation of his or her progress by the faculty members of the Admissions Committee.

After successful completion of the thesis defense, each student will meet with the S.T.L. Program Advisor for an exit review of the program. A written review of the program is also requested at this time.

**DOCTORATE IN SACRED THEOLOGY
WITH A SPECIALIZATION IN MARRIAGE AND FAMILY
(S.T.D.)**

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Introduction

The S.T.D. is a post-S.T.L. degree completing academic formation in conformity with the mission statement of the Institute; it qualifies the graduate for teaching posts in Roman Catholic seminaries, colleges, and universities. As an ecclesiastical degree, the S.T.D. is granted by the authority of and in the name of the Holy See.

The S.T.D. conforms in its specifications to the requirements set forth in *Veritatis gaudium*.

Admissions Requirements

Admission to the S.T.D. program requires the S.T.L. degree (*magna cum laude* or higher) from a session of the John Paul II Institute. Other requirements are enumerated in the application for the program. While receiving a *magna cum laude* or higher for the S.T.L. degree is a prerequisite for consideration for admission into the S.T.D. program, possession of this degree with a *magna cum laude* does not guarantee admission.

Residency

This degree program requires two semesters of full-time study in residence. The completed dissertation must be defended within *five* years of the date the student enters the S.T.D. program at the Institute. If a student is unable to defend the dissertation within five years, the student may petition the Dean for a one-year extension. If a student fails to defend the dissertation within this period, he ceases to be a candidate for the S.T.D. In all cases, total tuition payments for the degree must equal at least the cost of two full-time semesters and at least one semester of dissertation direction.

Degree Requirements

S.T.D. students are required to complete four doctoral seminars (two per semester) maintaining a grade-point average of at least 3.5 on a 4.0-point scale. The student will register each semester while in the S.T.D. program both during coursework and during dissertation direction.

Competency in four languages must be demonstrated by S.T.D. students before the *second year* of the program in preparation for the dissertation research. The dissertation must be defended within five years of the student's entry into the program.

Languages

The purpose for verifying a students' ability in languages is to ensure that they are able to work with and use original languages in both research and in the writing of the dissertation.

Reading proficiency in scholastic Latin is presupposed at admission and must be demonstrated by successful completion of a written examination. This requirement must be fulfilled during the *first semester* of residency.

Students are required to demonstrate reading proficiency in biblical Greek by successful completion of a written examination. This requirement must be fulfilled during the *first year* of residency. Alternatively, students who successfully complete one of the Institute-sponsored

Greek summer courses (offered periodically) with a B+ grade on the final exam may substitute that course for the proficiency exam.

Students must demonstrate reading proficiency in two modern languages from the following list: French, Spanish, Italian, or German. Proficiency is ordinarily demonstrated by successful completion of a written examination administered by Institute faculty. To satisfy the language requirement in one of the modern languages, the following CUA language courses may be substituted for the proficiency exam: TRS 501 Theological German; GER 500 Reading for Comprehension; FREN 500 Reading for Comprehension; ITAL 500 Reading for Comprehension; or SPAN 500 Reading for Comprehension. These courses must be completed with a grade of at least B+ (in a course with letter grades) or Pass (in a Pass/Fail course). Students wishing to register for a language course at CUA should follow the usual cross-registration procedures. This requirement must be fulfilled by the end of the third semester, but students are urged to fulfill it by the end of the first year.

Language examinations are administered four times per year, in September, November, January, and April as announced. Language examinations are two hours long, and use of a dictionary is allowed. Examination responses are to be typewritten on computers provided by the Institute.

Performance Standard

A “Pass” is required for all language examinations. The focus of the examination is the translation of a specific written document in the target language. A satisfactory level of achievement is demonstrated by translation into English of substantially all of the content expressed in the subject language so that the substance of the document and specific meaning are reflected with substantial accuracy. “Substantial” is defined as allowing minor or incidental errors of translation options that do not misconstrue or fail to convey the essential and substantive essence of the translation, so that the submitted translation document is essentially accurate. Retakes are permitted with the focus being on the eventual demonstration of language proficiency. Students may meet privately with the assigned faculty member to discuss the unsatisfactory mark to discuss the ongoing language preparation and evaluation.

Symposium

S.T.D. students may choose to enroll in the Ph.D. Symposium during the first year in the S.T.D. program, alongside their regular coursework. Students who remain in residence for additional years may elect to continue their participation, thus completing the three-year cycle of readings. Registration for the Symposium is part of the regular registration process each semester, and S.T.D. students should consult the Program Advisor regarding participation in the Symposium.

The Symposium consists in monthly evening seminars on selected “Great Books” (and occasionally works of art or music), for the purpose of developing a community of conversation among all doctoral students and the faculty around the themes of God, person, love, marriage, and family as these have been articulated by, and shape, the tradition of Christianity and the West. This community of conversation is integral to both the method and the substance of the educational mission of the Institute. An overarching concern of the conversation is to explore the sense in which the meaning and dignity of human life are recognized and can finally be sustained only from within a culture of obedient and free gratitude. John Paul II wrote often of a “civilization of love” or again a “culture of life.” The Symposium examines civilization, love, and life as matters above all of what the Greeks termed “*morphosis*,” or “*morphe*,” of being formed, hence of “form.” Literature and art (along with the theology and philosophy comprising the rest of the curriculum) constitute a primary mode of this fully human formation.

Each student submits a 1200-word type-written, double-spaced essay the day prior to each Symposium discussion. The question for the reflective paper will be distributed approximately a month prior to each Symposium.

If a student misses the Symposium, he is required to submit a 3000-word essay to the leader of the missed seminar no later than 7 *days* after the Symposium has been held.

A student must receive a grade of “pass” for each Symposium discussion, based on the short paper and on participation in the discussion. Each student is required to participate actively in the discussion at each Symposium.

The Symposium reading list follows a three-year cycle. The 2023-24 academic year will cover Year B, as listed below.

Year A

1. Homer, *The Iliad*
2. Plato, *The Symposium*
3. Homer, *The Odyssey*
4. Aeschylus, *The Oresteia*
5. Sophocles, *Oedipus Rex* and *Oedipus at Colonus*
6. Virgil, *The Aeneid*
7. Dante, *The Divine Comedy (Paradiso)*

Year B

1. Shakespeare, *Macbeth*
2. Cervantes, *Don Quixote*

3. Goethe, *Faust*
4. Austen, *Pride and Prejudice*
5. Tolstoy, *Anna Karenina*
6. Wojtyła, Selected Writings
7. Péguy, *The Mystery of the Charity of Joan of Arc*

Year C

1. Dostoyevsky, *The Brothers Karamazov*
2. Undset, *Kristin Lavransdatter* (3 vols.)
3. Bernanos, *The Diary of a Country Priest*
4. Claudel, *The Satin Slipper*
5. Wilder, *The Bridge of San Luis Rey* and *Our Town*
6. Waugh, *Brideshead Revisited*
7. O'Connor, *Wise Blood* and selected stories

This list is subject to revision. The books for each semester are announced in advance.

Dissertation

The dissertation is an integral part of the S.T.D. curriculum, requiring several years of planning, research, analysis, exposition, revision, and discussion. It entails both the independent investigation of some significant question arising from the work of the program and a defense of the conclusions reached. The dissertation should demonstrate maturity of theological judgment based on advanced graduate study. It should give evidence of research skills commensurate with doctoral level study, the ability to perform independent scientific work, and mastery of the candidate's chosen field of study. The dissertation director, more a critic than a teacher, provides assistance in defining the question to be examined and comments on the progress of the dissertation as it progresses.

The dissertation should be of sufficient quality to constitute a genuine contribution to that field of study and to warrant publication. The dissertation should be at least 175 and no more than 300 pages in length, exclusive of bibliography.

Dissertation Prospectus

The dissertation prospectus (proposal) is prepared under the guidance of the dissertation director, who is normally selected by the student by the end of the first semester, with the advice and consent of the Program Advisor. At this time, the Program Advisor, in consultation with the dissertation director, appoints two other faculty members to a board under the chairmanship of the dissertation director.

By the deadline (i.e., the midterm of the second semester), and in consultation with the dissertation director, the student prepares and submits to the Program Advisor a c.3,000-word dissertation prospectus (excluding the bibliography) that makes explicit the main argument of the dissertation.

Students are expected to submit a prospectus by the midterm of the second semester of enrollment. Any student who fails to complete a prospectus for review by midterm of the third semester will be required to petition the Dean to continue in the program and must meet all conditions for continuing, including deadlines, set forth by the Dean.

Components of Prospectus

The dissertation prospectus should consist of all the following parts:

1. Proposed Title
 - The title can consist of a main title and subtitle and should indicate the thesis of the dissertation in some form.
2. Introduction to the Thesis
 - The introduction to the thesis should be brief (1-2 paragraphs) and should situate the topic of the thesis in the general current cultural and academic context: Why is the thesis needed? What problem does it address, in general terms? The Introduction prepares the general reader to understand the relevance of the thesis and motivates a further engagement.
3. Thesis Statement
 - In a paragraph or less, state the argument of the thesis in its essence. What proposition will you be arguing?
4. *Status Quaestionis*
 - To show the originality of the thesis's contribution, it is necessary to outline the historical and theological context of the topic and the thesis. Who are the major contributors and what solutions and theses have they proposed? What are the questions at stake in the debate and how does the argument of the thesis aim to answer them in a new and helpful fashion?
5. Methodology
 - Give an account of the sources you plan to base your thesis on, describe the research methods you use to engage the sources, and make transparent the theological perspective of the thesis's engagement with the topic.
6. Description of Chapters
 - Lay out the development of the thesis's argument through each of the planned chapters, and why each chapter is a necessary step in the whole argument.
7. Table of Contents

- Provide a proposed table of contents, with chapter names and major sub-headings.
8. Bibliography
- The bibliography should include significant primary and secondary sources that will be consulted and should list the two kinds of sources separately, both in alphabetical order.

Each of the more substantive sections [4-7] should begin on a fresh page in the document. A sample prospectus may be requested from the Administrative Assistant in Room 313 for reference.

The key elements of the dissertation prospectus are the research and articulation of the dissertation's argument and the collegial process of guidance by the dissertation director and the first and second readers of the dissertation.

Dissertation Prospectus Evaluation

Once the dissertation director deems the prospectus acceptable, it is circulated among the entire faculty. Within two weeks of the reception of the prospectus, the faculty must submit any comments, objections, or questions regarding the dissertation to the director and Program Advisor. Once the two-week period has elapsed, all faculty who have not submitted comments, objections, or questions will be deemed to have approved the prospectus for formal review.

Within two weeks after the end of the faculty review, the student meets with the board, comprised of the director and two readers, for a formal evaluation of the proposal. The prospectus evaluation is an opportunity for the candidate to present the plan of his dissertation, its importance and historical or scholarly context, and the intended methodological approach to the panel members. The board can pose questions, offer comments or criticisms, and suggest or require changes, whether large or small, to the prospectus and intended dissertation.

The dissertation director, the other board members, and the Program Advisor may accept or reject the proposal, or they may specify required modifications to it (acceptance *sub conditione*). If substantial revision is required, the board and Program Advisor will meet again with the student, either accepting or rejecting the proposal or requiring further modifications.

The board may make the following dispositions of the prospectus as a result of the evaluation meeting: "pass," "pass with minor modifications," "revise and resubmit," or "fail."

- If the prospectus is deemed "passed," the panel members (the director and the two readers) must sign the approval form and deliver it to the Program Advisor for his signature and placement in the student's permanent file.

- If the prospectus is deemed “passed with minor modifications,” the panel members must withhold their signatures until they are satisfied that the modifications have been made. The student must make the necessary modifications with the oversight of the director and gain the panel’s signatures prior to mid-term of the following semester. A new evaluation meeting is not necessary.
- If the student is requested to “revise and resubmit,” the panelists must withhold their signatures. Once the necessary, more substantial modifications have been made with the oversight of the director, the student must meet with the board for the re-evaluation of the prospectus by mid-term of the following semester.
- If the prospectus is deemed “failed,” the student must submit a new prospectus and successfully pass the evaluation by the last day of the following semester. If the student fails to meet any of these conditions or deadlines, he must petition the Dean to continue in the program.

Note: If a student changes his dissertation topic, the new topic must be approved by the dissertation director, the Program Advisor, and the Dean and go through the same process as above. If the dissertation director or any of the readers is to be changed, the approval of the Dean is required.

Once the Prospectus Approval Form has been signed by the dissertation director, the first and second readers, and the Program Advisor, and deposited in the student’s permanent file, the student may begin to write the dissertation. Once the Dissertation is completed, the defense follows.

Defense of the Dissertation

Requirements

- The defense of the dissertation cannot be scheduled until all language and course work requirements have been met.
- Before the deadline for the submission of dissertations (as noted in the academic calendar), the student’s dissertation must have received approval from his dissertation director that the dissertation is defensible and can be submitted. Once the approval is given, the student is to submit to the Program Advisor *six* copies of the ‘approved’ dissertation, accompanied by six copies of an abstract of 350 words.
- The dissertation copies must be bound with a black spiral binding, a black vinyl back cover, and a clear plastic front cover. The text of the dissertation may be printed

double-sided, and the text should be double-spaced in 12-point New Times Roman font, left-margin-justified. The margins should be 1.25” at the right and left of the page and 1” at the top and bottom of the page. The dissertation should follow the Chicago Manual of Style. A sample title page and table of contents may be requested from the Assistant to the Program Advisor.

- After the dissertation is submitted, the Program Advisor, in consultation with the dissertation director, will select an external reader who is not a member of the faculty to participate at the defense.
- The other board members, in consultation with the director, may disqualify the dissertation for defense by submitting their written objections to the dissertation director within *four weeks* following the submission of the dissertation. If no objection is registered, the defense date will be confirmed.
- At least eight weeks must elapse between the submission of the dissertation and the defense; the summer months and official holidays will not be counted as part of the required eight weeks. The fall and spring deadlines for submission of dissertations will be listed in the academic calendar for each year, and all candidates will be strictly bound by those dates.
- The completed dissertation must be defended within five years of the date the student enters the S.T.D. program at the Institute. If the student is not able to defend the dissertation within five years, the student may petition the Dean for a one-year extension. If a student fails to defend the dissertation within this period, he ceases to be a candidate for the S.T.D. degree.

Defense of the Dissertation

Once the dissertation has been approved to go forward for defense, the student will defend the dissertation in an oral examination of at least two hours. The student will begin with a fifteen-minute presentation of the dissertation, which will be followed by a period of questions from each member of the dissertation board. In the opening presentation, the student may speak from notes of no more than one page but should not read from a prepared text.

At the end of the defense, both the written dissertation and the oral examination will be graded. A vote will be taken in secret and supervised by the chairman of the examining committee. The final grade is the average of the grades submitted by each board member and is based on the Roman system. If a candidate fails the oral examination, he must obtain permission from the Dean to repeat the examination. A candidate will not be permitted to retake the examination until at least one semester, or an equivalent period of time, has elapsed since the date of the failure. If the student fails a second time, he ceases to be a candidate for the S.T.D. degree.

Performance Standard

In addition to the procedural requirements noted above, to pass the candidate must satisfy the professional judgment of the dissertation board that the dissertation defense (a) represented a satisfactory independent investigation of a significant question/topic arising from the program's curriculum; (b) satisfactorily defended the conclusions reached in the document; (c) reflected evidence of sufficient training to conduct doctoral research resulting in contributions to theological or philosophical knowledge; (d) demonstrated comprehensive familiarity and usage of basic methods and techniques of research; (e) evidenced mastery of a limited topic; (f) indicated the ability to exercise sound theological judgment; and (g) evidenced the capability of formulating accurate conclusions.

Publication

Roman Session

Following successful defense of the dissertation and any required revisions, a portion of the approved dissertation, selected by the board at the time of the defense, must be published through the Rome Session of the Institute in order for the diploma to be issued. The publication form, approval form, and cost details can be obtained from the Administrative Assistant in Room 313. The student should review these a month before the defense. This application to Rome must be completed one month after the defense. If this is not possible, approval by the Dean must be sought for an extension.

UMI

In addition to the required publication through the Rome Session, S.T.D. graduates have the option to submit their dissertations for publication by UMI ProQuest. UMI ProQuest is a national dissertation archive that allows doctoral dissertations to be accessible, via abstract or full text, to the scholarly community. Submission for publication may be completed through the Institute's private institutional online portal. Instructions for the submission process will be distributed upon request to the Administrative Assistant. Depending on the author's selection of services from UMI ProQuest, the publication process may be free or may require the payment of a nominal fee. The student should consult with his or her dissertation director and the Program Advisor regarding whether to publish via ProQuest.

Review of Academic Progress

The S.T.D. Program Advisor conducts an interview with each doctoral student at the end of each year of study to review the student's academic progress and to receive comments from the student regarding his or her progress and concerning the program itself. At this time, the

Program Advisor communicates to the student the results of the periodic evaluation of his or her progress by the faculty members of the Admissions Committee.

After successful completion of the dissertation defense, each student will meet with the S.T.D. Program Advisor for an exit review of the program. A written review of the program is also requested at this time.

Timeline for Completion of S.T.D. Degree

Please note that the S.T.D. student is required to register each semester—whether taking course or under dissertation direction—to be considered a student in the S.T.D. program.

Year 1

First Semester

- Meet with Program Advisor prior to semester to select seminars and decide on Symposium participation
- Select dissertation director
- S.T.D. Advisor selects the first and second reader of the dissertation
- Successfully pass scholastic Latin exam by end of semester

Second Semester

- By the end of term, successfully pass Greek exam
- If possible, submit S.T.D. prospectus by the official midterm deadline
- Successfully pass the prospectus review
- Beginning research and writing dissertation following prospectus approval
- At term's end, meet with Program Advisor for first-year review

Year 2

Third Semester

- By end of term, successfully pass two modern language exams
- If not already done, the S.T.D. prospectus must be submitted by the official midterm deadline.
- Continue dissertation research and writing as appropriate

Fourth Semester

- Continue dissertation research and writing
- At term's end, meet with Program Advisor for second-year review

Year 3

Both Fall and Spring semesters

- Continue dissertation research and writing

Year 4

Both Fall and Spring semesters

- Continue dissertation research and writing

Year 5

Both Fall and Spring semesters

- Continue dissertation research and writing
- Submit and defend dissertation (by the end of the fifth year of candidacy)
- Meet with Program Advisor for exit review