

The Saint Paul Seminary School of Divinity

**CHANGE OF ADVISER**

Students who wish to change academic advisers must notify the Program Director, the Registration Coordinator, and the former adviser of their desired change.

*Student Name:* \_\_\_\_\_

*I am requesting that* \_\_\_\_\_ *be*

*assigned as my*       *Academic adviser*

*Thesis Adviser*

\_\_\_\_\_  
*Student Signature* *Date*

\_\_\_\_\_  
*Former Adviser Signature* *Date*

\_\_\_\_\_  
*New Adviser Signature* *Date*

\_\_\_\_\_  
*Program Director Signature* *Date*

*Submit completed form to SPSSOD Registrar*

The Saint Paul Seminary School of Divinity  
Master of Arts in Theology

**APPROVAL OF THESIS FOR THE SPECIALIST TRACK**

*Student Name:* \_\_\_\_\_

*Proposed Thesis Title*

\_\_\_\_\_

Area of Specialization \_\_\_\_\_

Adviser Approval: I have examined the final copy of the thesis described above and determined that the author has incorporated all of the changes and modifications requested. I hereby verify that the proposed thesis meets the requirements of the Master of Arts in Theology.

\_\_\_\_\_  
*Adviser Signature*

\_\_\_\_\_  
*Date*

Evaluating Committee Approval: We have examined the research described above and agree that the student has met the expectations for writing a thesis in completion of the Master of Arts in Theology.

\_\_\_\_\_  
*Faculty Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Faculty Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Faculty Signature*

\_\_\_\_\_  
*Date*

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**LANGUAGE PROFICIENCY REQUIREMENT**

The M.A.T. program requires reading proficiency in one foreign research language. Commonly used languages for research include Greek or Hebrew, French, German, Spanish, Latin, and Italian. The choice of the language will be determined in consultation with the academic adviser according to the student's area of interest. The language must be approved by the academic adviser. Competency will be demonstrated through a written exam administered from within the faculty of the M.A.T. program; course credits will not be considered sufficient proof of proficiency. The level of language proficiency expected involves the ability to read and translate a theological text, whether from a primary or secondary source, with a minimum of 250 words at 75% accuracy within a period of one hour. Students may use a dictionary.

Preferably the language proficiency should be fulfilled by the time the student has completed 12 credits in the program, but it must be fulfilled before students have completed 18 credits (not to exceed two years from the time of admission). The objective is that, where appropriate, students may begin using the foreign research language in coursework. Arrangements for the language proficiency exam are made through the M.A.T. program director of the M.A.T. program.

*Master of Arts in Theology Handbook, §7, Fall 2005.*

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Student's Name \_\_\_\_\_

Language \_\_\_\_\_

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*Adviser Approval of Language*

*Date*

This is to certify that the above named person has successfully completed the language proficiency exam as required for completion of the Master of Arts in Theology.

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*Test Administrator Signature*

*Date*

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*Program Director Signature*

*Date*

*Submit completed form to SPSSOD Registrar*

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**RESEARCH PORTFOLIO FOR THE GENERALIST TRACK**

Students who choose the generalist option are required to prepare a portfolio of four (4) research papers. Under ordinary circumstances, these research papers are written for a particular course and then revised as needed before they become part of the student's portfolio.... The research papers should demonstrate independent research skills and may require the use of a foreign language where appropriate. When the student has completed the paper and revised it to the satisfaction of the supervising professor, the student must complete the "Research Portfolio for the Generalist Option" approval form, obtain the professor's signature, and submit the approval form, together with a final copy of the paper, to the registrar's office. The portfolio serves as a public record of the student's work during the program and is available to the faculty examining committee during comprehensive exams. Therefore ALL FOUR PORTFOLIO PAPERS MUST BE SUBMITTED PRIOR TO THE TIME THAT THE STUDENT REGISTERS FOR THE COMPREHENSIVE EXAM.

*Master of Arts in Theology Handbook, §9, Fall 2005.*

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Student's name: \_\_\_\_\_

Title of the research paper: \_\_\_\_\_

\_\_\_\_\_

Course for which the paper was written: \_\_\_\_\_

Supervisor's Approval: I have examined the research described above and have found that the student has incorporated all of the changes and modifications requested. I hereby give approval for its inclusion in the student's research portfolio in completion of the generalist track of the Master of Arts in Theology.

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*Faculty Signature*

*Date*

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**COMPREHENSIVE READING LIST**

With the assistance of their academic advisers, students will make selections from each area of study and each subdivision within a given area of study to ensure an adequate breadth of theological knowledge and exposure to major thinkers in the disciplines of theology....

Students should finalize their reading lists with the advisers by the time they have completed 18 credits in the program. Students must submit their proposed reading list in writing, along with a statement giving a rationale for their selections, to their advisers for approval. When the student and adviser agree on the final form of the reading list, the student will obtain the adviser's signature on the "Comprehensive Reading List" approval form and submit the form, together with the reading list, to the registrar's office. THE STUDENT WILL NOT BE ALLOWED TO REGISTER FOR COMPREHENSIVE EXAMS UNTIL THESE DOCUMENTS ARE RECEIVED IN THE REGISTRAR'S OFFICE. Students should also be advised that their reading lists are subject to emendation by their respective comprehensive exam committees, but no changes may be made less than one month before the scheduled comprehensive exams.

*Master of Arts in Theology Handbook, §8, Fall 2005.*

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Student's name: \_\_\_\_\_

Generalist track

Specialist track (specify track: \_\_\_\_\_)

Adviser Approval: I have reviewed the attached documents prepared by the above named student and have determined that it meets expectations for the Comprehensives Reading List.

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*Adviser Signature*

*Date*

Comprehensive Examination Committee Approval: We have reviewed the Comprehensive Reading List for the above named student and agree that no further changes are necessary.

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*Faculty Signature*

*Date*

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*Faculty Signature*

*Date*

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*Faculty Signature*

*Date*

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**COMPREHENSIVE EXAM**

Student's name: \_\_\_\_\_

- Generalist track  
 Specialist track (specify track: \_\_\_\_\_)

WRITTEN COMPONENT:       Pass       Fail

Comments (optional):

\_\_\_\_\_  
*Committee Chair Signature* *Date*

\_\_\_\_\_  
*Committee Member Signature* *Date*

\_\_\_\_\_  
*Committee Member Signature* *Date*

ORAL COMPONENT:     Pass with honors     Pass     Fail

Comments (optional):

\_\_\_\_\_  
*Committee Chair Signature* *Date*

\_\_\_\_\_  
*Committee Member Signature* *Date*

\_\_\_\_\_  
*Committee Member Signature* *Date*

\_\_\_\_\_  
*Program Director Signature* *Date*

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