All MAT students are required upon matriculation to declare their intention to pursue either the thesis option or research portfolio option of the MAT degree program. Students may change this designation at any time during their enrollment in the degree program provided they submit the proper documentation to the SPSSOD Registrar’s office.

Research Portfolio Option (formerly Generalist track)

Students who choose the research portfolio option are required to prepare a portfolio of four research papers. The research papers should demonstrate independent research skills and may require the use of a foreign language where appropriate. Under ordinary circumstances, these research papers are written for a particular course and then revised as needed before they become part of the students portfolio. 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.

Thesis Option (formerly Specialist track)

[The thesis] is a written work of publishable quality that demonstrates research abilities, mastery of methodology, and independent critical thinking skills. It requires the use of a foreign language(s) where appropriate. Developed in consultation with the thesis adviser, the work should have a demonstrable thesis which the student argues using an acceptable and identifiable method in a consistent manner. Through completion of the thesis, the student is able to demonstrate mastery of theology research skills, the use of a method or methods appropriate to the topic, and the skills necessary to conveying critical thought in clear, correct written form.

Master of Arts in Theology Handbook, § 9-10, Fall 2014.

I hereby declare my intention to fulfill the MAT degree program requirements for the option indicated below (research portfolio or thesis). I further understand that should I desire a change in this designation, I will submit the required documentation to the SPSSOD Registrar’s office.

☐ Research Portfolio option   ☐ Thesis option

Students Signature

Date

Program Director Signature

Date

For Office Use Only

☐ Records Updated    Date:_________    Intl:_________ (SPSSOD Registrar)
Both tracks of the M.A.T. degree program require reading proficiency in one foreign research language. Commonly used languages for research include Greek, Hebrew, French, German, Spanish, Latin, and Italian. The choice of the language will be determined in consultation with the academic adviser and must be approved by the Program Director. Competency will be demonstrated through a written exam administered from within the faculty of the M.A.T. degree 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 a primary or secondary source, of a minimum of 250 words with 75% accuracy within a period of one hour. Students may use a dictionary.

Master of Arts in Theology Handbook, § 7, Fall 2014
LANGUAGE PROFICIENCY EXAM FORM PROCESS

Student & Academic Adviser (AA) settle on language, date, and time of exam. AA submits language exam form to Program Director (PD) for approval (if AA is someone other than the PD).

PD assigns Reader for language exam and adds reader’s name and contact information to the form. PD instructs reader to send text to the Associate Dean’s Office Administrative Assistant (ADOAA). PD submits the language exam form to the ADOAA.

Reader sends text to be translated to the ADOAA. If not received one week prior to exam date, the ADOAA sends reminder to Reader.

Exam administered at SPSSOD with exam proctor(s) noting the receipt of text and the date/time of exam on the form. The ADOAA scans and sends the completed exam and form to the Reader with instructions to return the signed evaluation to the PD.

PD dates and initials verification of the language exam and informs student of evaluation results, then submits completed form to the SPSSOD Registrar.

Registrar indicates update of student records and files.
Students who choose the research portfolio option are required to prepare a portfolio of four research papers. The research papers should demonstrate independent research skills and may require the use of a foreign language where appropriate. 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. Each of the four papers must be submitted by the student to the registrar’s office along with the required research portfolio approval form, signed by the advising professor(s). 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 2014 (emphasis added)

Student’s name: ________________________________

Title of the research paper: ________________________________

Course for which the paper was initially 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 partial completion of the requirements for the Master of Arts in Theology.

_________________________________________  _________________________
Faculty Signature                                                                Date

Submit completed form with copy of paper to the SPSSOD Registrar
The Saint Paul Seminary School of Divinity  
Master of Arts in Theology  

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.*

---

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.

__________________________  ______________________
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.

__________________________  ______________________
Faculty Signature       Date

__________________________  ______________________
Faculty Signature       Date

__________________________  ______________________
Faculty Signature       Date

Submit completed form to SPSSOD Registrar

08/19/2005
REGISTRATION FOR MAT COMPREHENSIVE EXAMS

Name ________________________________________________________________

Address ____________________________________________________________

Phone (H)______________ (W)________________________ (C)______________

Email Address: ______________________________________________________

Please check the session during which you will take the comprehensive exam:
(3rd Thursday/Friday in August, October, or March)


Program: Exam 1: Date:__________ Time:__________ Location:__________
☐ Thesis Exam 2: Date:__________ Time:__________ Location:__________
☐ Research Portfolio Exam 3: Date:__________ Time:__________ Location:__________

Students must have the following requirements met before registering:
• At least 18 degree program credits completed
• Completed reading list with sign-off sheet
• Portfolio track – 4 research portfolio papers turned in with instructor sign-off sheet

Students are responsible for coordinating their one-hour oral comp date & time with their evaluation committee and communicating this date and time to the MAT Exam coordinator. Oral comps should be scheduled within two weeks after the written comp dates.

Oral Comp Date/Time: ____________________________ Location:__________

Committee Members: (Chair)__________________________ Area:

__________________________________________________________ Area:

__________________________________________________________ Area:

(Areas: Biblical, Historical, Systematic, and Moral)
Master of Arts in Theology
APPROVAL OF THESIS PROPOSAL

Date: __________________________

Student Name: __________________________

Proposed Thesis Title: __________________________

__________________________________________

Area of Specialization: __________________________

__________________________________________

The following faculty approve the thesis topic and agree to act as adviser/readers for the above thesis for the completion of the Master of Arts in Theology.

__________________________________________  Date

Thesis Adviser Signature

__________________________________________  Date

Faculty Reader Signature

__________________________________________  Date

Faculty Reader Signature

Approval of Program Director:

__________________________________________  Date

Program Director Signature

Submit completed form to the SPSSOD Registrar
This thesis by (author’s name) fulfills the thesis requirement for the Master of Arts degree in Theology approved by (name of thesis adviser, degree), as Thesis Adviser, and by (name of reader, degree) and by (name of reader, degree) as Readers.

(Name, degree of thesis adviser), Thesis Adviser

(Name, degree of reader), Reader

(Name, degree of reader), Reader
Master of Arts in Theology
THESIS EVALUATION

Student Name:__________________________________________________________

Thesis Title:________________________________________________________________

Area of Specialization:____________________________________________________

Thesis 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 thesis meets the requirements of the Master of Arts in Theology.

________________________________________________________________________
Thesis Adviser Signature Date

Thesis 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.

________________________________________________________________________
Reader Signature Date

________________________________________________________________________
Reader Signature Date

Submit completed form to the SPSSOD Registrar
Preparing to Submit Work to UST Research Online:  
Graduate and Undergraduate Students

Before submitting work to Research Online (RO) you should go through your sponsoring department’s standard procedure to approve the work for permanent deposit in Research Online.

- **Research Online account**: If you are currently a student at the University of St. Thomas, a Research Online account has been created for you automatically. When you click on the **My Account** tab in the top navigation bar you will log in with your UST username and password. You can edit your account information once you are logged in. An account allows you to receive statistics about usage of your work. It also allows you to save customized searches on topics of interest and receive notification of new submissions that satisfy those search queries.

- **Information about the work being submitted**: The following information needs to be submitted to the departmental designee who will be processing your work:
  
  - **Title**: the title and subtitle as they appear on the work.
  - **Author**: the names and email addresses of all authors and the institution/s with which they are affiliated.
  - **Date**: the date this version of the work was created; typically this is the date found on the title page of the work.
  - **Advisor(s)**: the name/s of your advisors.
  - **Abstract**: a concise 250-300 word summary of the content of the work.
  - **Keywords**: key terms that describe the subject matter of the work. Keywords may be single words or multi-word phrases. Use important words from the title and/or abstract as well as their synonyms and other significant terms.
  - **Comments**: other pertinent information about the work, for example: information about a conference, lecture, or event at which the work was delivered; information about versions of the work that exist outside this repository.
  - **Discipline**: choose as many as you like, it will list in each discipline: Biblical Studies, Catholic Studies, Christian Denominations & Sects, Christianity, Church History, Comparative Methodologies & Theories, Ethics in Religion, History of Christianity, History of Religions of Eastern Origins, History of Religions of Western Origin, Liturgy & Worship, Missions & World Christianity, New Religious Movements, Other Religion, Practical Theology, Religious Thought-Theology & Philosophy of Religion, Systematic/Doctrinal Theology.
  - **Email Address**: the email address that you would like inquires to go as your UST email account will go away.
  - **Creative Commons License**: your choice of Creative Commons license to define how users can copy, distribute, display, or use the work.

- **Files in acceptable file formats or link to the work outside RO**: Your department’s designee may either upload the work to RO or enter a link to it if it is already published elsewhere and you do not have copyright authorization to re-post it in RO. Before you begin the submission process you will need either that link or the electronic file of the work and any supplemental files to be uploaded. See File Formats and Sizes for acceptable file specifications.

(revised Nov. 2011)  
highlighted areas added since revised date

http://ir.stthomas.edu/faq.html  
Before You Begin…

Please be aware that this is a submission form for a completed master’s paper or dissertation. This form will collect the information necessary to include your work in the University of St. Thomas Research Online (UST RO) along with additional information needed by your department’s appropriate office. The information you provide will be sent first to your school for review and approval. Any information provided is subject to editing or removal by your school if it is found to be incomplete, incorrect, or otherwise inconsistent with school policies.

Do Not Continue Unless:

- You are ready to submit your master’s paper or dissertation to the appropriate office, and agree to the terms below.
- You understand your school’s rules and requirements for electronic submission of your master’s level paper or dissertation.
- You have a complete and final master’s paper or dissertation.
- Your work is in a word or PDF form. For non-text files, consult this document.

By submitting, you agree to the following:

University of St. Thomas Research Online User Terms and Conditions

By clicking the box below, you are agreeing to use this web site in a manner consistent with all applicable laws and regulations and in accordance with the terms and conditions outlined below. Upon notice, the University of St. Thomas (“University”) may modify the Terms and Conditions of Use at any time.

You agree to provide true, accurate, current and complete information about yourself as prompted by the web site registration form. If you provide any information that is untrue, inaccurate, not current or incomplete, or if the web site’s administrators have reasonable grounds to suspect that such information is untrue, inaccurate, not current or incomplete, University has the right to suspend or terminate your account and refuse any and all current or future use of the web site. You are responsible for maintaining the confidentiality of any password(s) you are given to access the web site, and are fully responsible for all activities that occur under your password(s). You agree to notify University immediately of any unauthorized use of your password(s).

Termination of Web Site

University may terminate User account or access right to this web site at any time, without notice, for conduct that University believes violates this Agreement or is harmful to other Users or to the University. You agree that University shall not be liable to you or any third-party for any termination of your access to the web site.

Modification to Web Site

University reserves the right at any time and from time to time to modify or discontinue, temporarily or permanently, the web site (or any part thereof) with or without notice. You agree that the web site shall not be liable to you or to any third party for any modification, suspension or discontinuance of the web site.
Choice of Law

This Agreement shall be constructed in accordance with and controlled by laws of the State of Minnesota. User agrees to personal jurisdiction by the state and federal courts sitting in the State of Minnesota.

University of St. Thomas Research Online Publication Agreement

You hereby grant to the University of St. Thomas Research Online (UST RO) and to your school the non-exclusive right to archive, reproduce and distribute your master's paper or dissertation, in whole or in part, and/or your abstract, in whole or in part, in and from an electronic format, subject to the release date subsequently stipulated in this submittal form and approved by your school.

You represent and warrant that the master's paper or dissertation and its abstract are your original work in all respects, do not infringe or violate any rights of others, are free from any libel or libelous innuendo, and that you make these grants as the sole owner of the rights of your project and its abstract. You warrant that you have obtained written permissions from the owner(s) of each third party copyrighted matter to be included in your master's paper or dissertation and will supply copies of such upon request by the University. You acknowledge that UST RO and your school will not distribute your master's paper or dissertation or its abstract if, in their reasonable judgment, they believe all such rights have not been secured.

You agree to indemnify the University against any claim, demand, or recovery finally sustained in any suit that may be brought against University by reason of any violation or infringement of any proprietary right or copyright, any libelous or unlawful matter contained in the writings that are the subject matter of this agreement, your breach of any term, covenant, representation, or warranty of this agreement, or any matter whatever that might prejudice the securing to the University or University's assigns of the full benefit of the rights granted in this agreement. Your agreement to indemnify contained in this agreement is expressly conditioned on prompt notice by University to author of any potential liability of author under this provision and University's cooperation in the defense of any actions, and shall not apply to any changes in the writings made by University or at University's request.

You acknowledge that you retain ownership rights to the copyright of your master's paper or dissertation. You also retain the right to use all or part of this work in future works (such as articles or books).

I am submitting:

☐ My work's bibliographic information, abstract, and full text. I understand that the full text of my master's paper or dissertation will be freely available on the Internet.

☐ I have read these terms and agree to have my master's paper or dissertation published by my school and UST RO. (Check box to continue)

If you are submitting this master's paper or dissertation on behalf of the author, you are responsible for verifying that the author is aware of this submission and gives his or her permission to submit it.

Signature:___________________________________________ Date:________________
GRADUATION APPLICATION

GRADUATION DATE:  
Check one  December______ May______ July______

UST Student ID _______________________________  Date ____________

Clearly print your name as it should appear on your diploma:

____________________________________________________________________________________

Previous degrees __________________________________  Colleges or University

Graduate Degree you are applying for:  Circle one

Master of Divinity
Master of Arts in Religious Education
Master of Arts in Theology – Title of Thesis: ________________________________

Thesis advisor signature: ____________________________________________

Note: As stated in The Saint Paul Seminary School of Divinity Student Handbook “two bound copies of the thesis MUST be turned in to the SOD registrar at least four weeks prior to the date of graduation.”

Address to which diploma is to be mailed:

____________________________________________________________________________________

Street  City  State  Zip

Student Signature: ___________________________  Date:

Advisor Signature: ___________________________  Date:

☐ I will   ☐ I will not   be attending the graduation ceremony.

Gown Measurements:

Height_________________________  Weight_________________________
NOTICE TO THOSE APPLYING FOR GRADUATION

A student who completes all academic requirements between February 1 and June 30 will receive a diploma dated May.

A student who completes all academic requirements between July 1 and September 30 will receive a diploma dated July.

A student who completes all academic requirements between October 1 and January 31 will receive a diploma dated December.

In addition, requirements for graduation include no outstanding incompletes and the two bound copies of project, internship, or thesis must be turned in to the School of Divinity Records Office.

Reapplication for graduation is required if for any reason the student does not graduate on the date originally selected.

The student’s adviser must sign the graduation application.

January 2008
Transcript Request Form

Transcripts processed per this request are official university transcripts. Transcripts prepared to be picked up at the registrar’s office will be placed into a sealed university envelope and stamped with the signature of the registrar.

- FREE transcript processing (effective 7/1/13)
- Average time for processing is 2-3 days (this does not include mail time). If you attended prior to 1980, allow 3-4 days.
- Transcripts will not be released if there are any financial obligations at the University of St. Thomas.
- We do not “hold” requests for grade awarding or degree granting.
- Transcripts will be mailed or can be picked up in MHC 126. We do not fax or email official transcripts.
- Please print, complete, and SIGN this form and forward to:

<table>
<thead>
<tr>
<th>Registrar’s Office – MHC 126</th>
<th>OFFICE USE ONLY:</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of St. Thomas</td>
<td>Date Received: _______</td>
</tr>
<tr>
<td>2115 Summit Avenue; Mail #5001</td>
<td>Initials: ______</td>
</tr>
<tr>
<td>St. Paul, MN 55105-1078</td>
<td>Misc/note(s): ____________________________</td>
</tr>
<tr>
<td>Fax: 651-962-6710</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:registrar@stthomas.edu">registrar@stthomas.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

Please complete all of the following information

<table>
<thead>
<tr>
<th>UST ID / SSN:</th>
<th>Daytime Phone #:</th>
<th>Date of Birth: <em><strong>/</strong></em>/______</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Email address:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
<th>M.I.</th>
<th>All previous name(s)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Student Address:</th>
<th>Did you take any course(s) at UST prior to 1990?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>* ☐ Yes ☐ No</td>
</tr>
</tbody>
</table>

* This section needs to be completed accurately to process your transcript request(s).

Did you take any course(s) at UST prior to 1990?

☐ Yes ☐ No

If YES, please list all years of attendance:

**New Address? ☐ Yes, please update. ☐ No**

**New Phone? ( )_____ -**

The correct recipient address is the sole responsibility of the student. [Limit (10) transcripts per day]

<table>
<thead>
<tr>
<th>Walk-in request:</th>
<th>_____ number of copies to student (means student will “wait” for transcript)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Address:</td>
<td>_____ number of copies sent to student address</td>
</tr>
<tr>
<td>Address Below:</td>
<td>_____ number of copies sent to address below</td>
</tr>
</tbody>
</table>
| Hold for pick-up:| _____ number of copies held for pick-up** (Note: Transcripts must be picked-up within 30-days)

**Please indicate if someone other than the student will be picking up the transcript(s) --- and who this will be:**

Send transcript to (Person/Office):

Send transcript to (Organization/University):

Street Address:

City, State, Zip:

Student Signature: Date:
CHANGE OF ADVISER

Students who desire a change in their academic and/or thesis adviser(s) shall obtain the approval of both the MAT Program Director and the new adviser(s).

Student Name:__________________________________________

I am requesting that ______________________________________ be assigned as my

☐ Academic Adviser

☐ Thesis Adviser

__________________________________________ Date

Student Signature

__________________________________________ Date

New Adviser Signature

__________________________________________ Date

Program Director Signature

Submit completed form to the SPSSOD Registrar

For Office Use Only

☐ Records Updated Date:_______ Intl:_______ (SPSSOD Registrar)

☐ Former Adviser Notified Date:_______ Intl:_______
Master of Arts in Theology

CHANGE IN DESIGNATION OF RESEARCH PORTFOLIO OR THESIS OPTION

Students who desire to change the designation of their intention to pursue either the Research Portfolio or Thesis option for the MAT must notify the Program Director, the SPSSOD Registrar, and their Academic Adviser of their desired change.

Student Name: ___________________________ Date: ________________

I am requesting that my designation be changed from __________________ option to __________________ option. I have consulted with my adviser and am aware of all the requirements of the new degree option which I have chosen.

______________________________ Date

Student Signature

______________________________ Date

Academic Adviser Signature

______________________________ Date

Program Director Signature

Submit completed form to the SPSSOD Registrar

For Office Use Only

☐ Records Updated Date: ___________ Intl: ___________ (SPSSOD Registrar)
Course Substitution Form

The Saint Paul Seminary School of Divinity offers courses in four separate degree programs: the Master of Divinity (M.Div.), the Master of Arts in Theology (M.A.T.), the Master of Arts in Pastoral Ministry (M.A.P.M.), and the Master of Arts in Religious Education (M.A.R.E.). Students may substitute courses designated in another degree program for required (“core”) courses in their own degree program provided that (i) the theological discipline and course content of the substituted course(s) are comparable to that of the required course(s); and (ii) the student works with the instructor(s) to ensure that assignments &/or other elements of the course(s) will address the specific formational needs of the student’s declared degree program. All course substitutions require the approval of the student’s Faculty/Academic Advisor, Program Director, and the Associate/Academic Dean; and a copy of this form is to be retained in the student’s permanent file. Requests for course substitutions should be submitted immediately upon the completion of the semester in which the course is taken.

Student’s Name: __________________________________________________________

Student’s Declared Degree Program: ________________________________________

UST Identification Number: _________________________________________________

<table>
<thead>
<tr>
<th>Course Number &amp; Title: (Semester)</th>
<th>accepted as a substitution for: (Course Number &amp; Title of Core Requirement)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Faculty/Academic Advisor: ___________________________ Date: ______________

Program Director: _________________________________ Date: ______________

Associate/Academic Dean: __________________________ Date: ______________

Recorded by Registrar: _____________________________ Date: ______________

10/20/2015 - kds