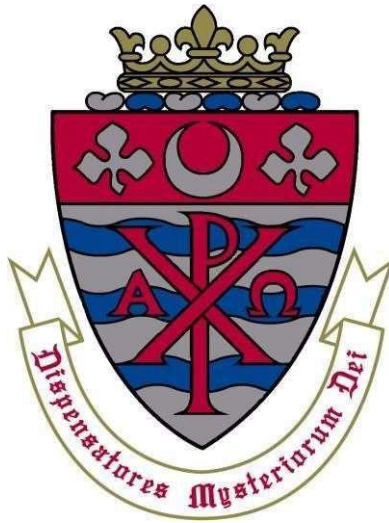


Academic Handbook
Revised 2025



**IMMACULATE CONCEPTION SEMINARY
SCHOOL OF THEOLOGY**

Seton Hall University

South Orange, New Jersey

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I. STATEMENT OF PURPOSE AND SCOPE

The information, policies, and procedures elaborated in this handbook supplement whatever is contained in the current Graduate and Undergraduate Catalogue of Seton Hall University and its current Student Handbook. This handbook is not intended to be comprehensive in scope.

II. BASIC POLICIES

A. Advanced Degrees

Advanced degrees not awarded automatically upon completion of a required number of courses or credits. Such degrees are awarded for demonstrated achievement in scholarship. A cumulative graduate Grade Point Average of 3.0 is required for graduate degree eligibility.

B. Classes

Classes are to be held according to the posted schedule in the assigned rooms as established by the Registrar's Office of Seton Hall University.

Requests for change in time or place must be made to the Office of the Associate Dean for Seminary and Academic Studies.

The cancellation of any classes must be reported to the Office of the Associate Dean for Seminary and Academic Studies.

C. Grading

Grade averages in the Seminary School of Theology are computed according to the same standards as the rest of Seton Hall University.

D. International Students

English as a Second Language: Students of foreign birth who do not have English as their native tongue are required to undergo language testing. The results of the tests will serve as a guide for course placement. This requirement is meant not only to assist students develop a comprehension of English for classes, but also to enable them to communicate with those whom they will serve.

1. The testing will be as developed and administered through the ESL program of Seton Hall University, in conjunction with the ESL coordinator of the Seminary School of Theology.
2. On the basis of test results, ESL needs will be determined, and the student will be assigned appropriate classes to meet the student's linguistic needs.

3. Only upon evaluation of the ESL program of Seton Hall University will the student be allowed to register for classes in theology.
4. An international student's language needs may be such as to warrant his or her spending an entire semester or year concentrating on English proficiency, without taking any theology classes.

In addition, the following rules apply with regard to all international applicants:

5. The student must submit evidence of adequate financing.
6. The student must subscribe to an approved health and accident insurance policy, if admitted.
7. No documents submitted as part of the application process will be returned, nor will any requests to duplicate documents be honored.

E. Standards of Scholarship

There are six general areas of graduate study: Biblical Studies, Church History, Jewish-Christian Studies, Moral Theology, Pastoral Theology and Systematic Theology. If a student fails two courses in one or more of these areas in any semester, the student will be asked to withdraw from the Seminary School of Theology.

In addition to meeting stipulated academic requirements, a student in formation must demonstrate intellectual progress and general fitness for ministry before the faculty will recommend him for a ministerial degree.

F. Advanced Standing

A graduate student who has previously attended another accredited school of theology and received credits there may apply for transfer of these credits into his or her degree program at Immaculate Conception Seminary School of Theology, if and only if these courses fit the program requirements. (See Appendix 2)

- a. All requests for advanced standing from schools of theology not located in the United States must be accompanied by an evaluation from a service approved by Seton Hall University.
- b. Submission of course descriptions may be required in considering advanced standing requests.
- c. In all cases to accept or reject requests for advanced standing, the Associate Dean for Seminary and Academic Studies will make the final determination.

For undergraduate students, all transfer of credits are done by Seton Hall University office, guided by its policies and procedures.

G. Registration

Students are not permitted to register unless they have met for advisement with their assigned academic advisor. In cases when their assigned academic advisor is not available, another may assist him or her.

H. Class Attendance

If a student anticipates his/her absence from a class meeting, the student should contact the instructor and ask permission to be absent. If the student is a resident seminarian, he also should obtain the permission of his mentor. If the student is a non-resident seminarian, he should obtain the permission of his ecclesiastical superior.

If the absence was not anticipated, as soon as it is possible the student should inform the instructor of his reason for the absence. If the student is a resident seminarian, he should also notify his mentor. If the student is a non-resident seminarian, he should notify his ecclesiastical superior.

Instructors should take attendance at every class meeting, and they should report any unexcused absences, as well as frequent but excused absences, to the Office of the Associate Dean for Seminary and Academic Studies. The Associate Dean for Seminary and Academic Studies will pursue the absence(s) (1) with the individual student, in the case of a non-seminarian student; (2) with the student's mentor, in the case of a resident seminarian; and (3) with the student's ecclesiastical superior, in the case of a non-resident seminarian.

Instructors may require additional work of students who are absent.

I. Independent Study Courses

The offering of independent study courses depends on the availability and willingness of appropriate faculty members to offer them. Ordinarily, students may not take an independent study until they have already taken a substantial number of classroom courses. Permission for a graduate independent study course may be given or withheld by the chair of the department in which the course is offered as well as the Office of the Associate Deans. No student may take an independent study course unless their assigned academic advisor approves it. Immaculate Conception Seminary School of Theology has no obligation to offer any student independent study courses to meet the requirements of his or her degree.

To file for an independent study the student approaches first his or her advisor and then the recommended faculty member. If the faculty member is willing, he or she and the student jointly complete and sign the Application for Independent

Study Form (See Appendix 4). The student then submits the same form to the chair of the appropriate department, who then forwards it to the Office of the Associate Dean for Seminary and Academic Studies.

This entire process must be completed no later than five days before the date of "late registration" or registration for new students, as this date is established by University Enrollment Services and found in the annual academic calendar published by the Office of the Registrar of Seton Hall University.

J. Timely Completion of Degrees and Continuous Registration

From the semester of matriculation, the graduate student has six years in which to complete all the requirements for his or her degree. The graduate student who, for serious and legitimate reasons, is unable to complete the degree requirements within this time frame shall petition in writing the Educational Policy Committee (E.P.C.) of the Seminary School of Theology for an extension of time to complete the degree requirements. Petitions for extension of time must include (a) the reason for the extension and (b) a proposed time frame for completion of the remaining degree requirements.

From the semester of matriculation, the graduate student shall be registered every fall and spring semester until he or she completes the degree. If for some compelling reason the student cannot register for courses in a given semester, he or she may, with the permission of his or her advisor, register for Registration Continuation. If the student need not register for courses because he or she is in the non-coursework phases of a degree (e.g., the thesis), he or she shall register for Thesis Continuation.

For graduate students in formation for the priesthood, when formators prescribe a Novitiate, Pastoral, Spiritual Itinerant or Internship Experience as part of the student's formation program for priesthood, the student must register each semester for "Formation Internship" which is understood as a full-time experience and a part of the student's program. Pre-Theologians register for "Pre-Formation Internship." The six-year completion period will be extended to allow for the Formation Internship experience.

K. Lapsed Registration/Matriculation

Although all graduate students are to complete their respective degree programs in no more than six years, various factors may cause students to cease registering and abandon studies for a period. Any graduate degree student who has failed to register for five or more consecutive years will be re-admitted to degree status and be allowed to take courses applicable to his or degree only after successfully completing two courses that will finally not be counted towards the degree but will be considered additional to the courses needed for the degree. This requirement may be changed in individual cases upon the recommendation of the Educational Policy Committee (E.P.C.) of the Seminary School of Theology.

L. Research Papers

Research papers written for the School of Theology will follow the latest edition of Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*, available at:

<https://www.chicagomanualofstyle.org/book/ed17/frontmatter/toc.html>

and

https://owl.purdue.edu/owl/research_and_citation/chicago_manual_17th_edition/cmsof_formatting_and_style_guide/chicago_manual_of_style_17th_edition.html

Proper English spelling and grammar are required in all written work submitted to instructors. Failure to observe this requirement will result in a lower grade.

M. Academic Integrity

Work submitted in courses must be the product of the efforts of the student presenting the work for that course. Any contribution by others to the finished work must be properly acknowledged. The following policies are in effect at the Seminary School of Theology.

1. Definition of Cheating

In the Seminary School of Theology, cheating is defined as consultation of books, notes, outlines, or other students during an examination, unless the instructor of the class has explicitly stated that such consultation is permitted. If the student has a question regarding the examination, the question is to be directed to the instructor only.

2. Sanctions for Cheating

Cheating is prohibited in the Seminary School of Theology. The sanction applied to the student found to be involved in such activity will result minimally in a failure of the test/examination, with the possibility of failure for the course. This sanction may extend to expulsion from the School. Any procedural issues raised will be referred to the Educational Policy Committee (E.P.C.) of Immaculate Conception Seminary School of Theology. If the sanction of expulsion is determined, the guidelines in the current edition of the Seton Hall University Student Handbook will be observed.

3. Definition of Plagiarism

Plagiarism is any language that is not the student's, whether in direct quotation or in paraphrasing, and that is not attributed to its proper source. Such language need not be limited to material in print but may also be specific data or intellectual concepts derived from verbal communication or electronic media. These include:

- a. Failure to document with any material copied directly from other sources (e.g., with quotation marks, or other standard methods as indicated in Turabian).
- b. Failure to acknowledge paraphrased material (someone else's ideas)
- c. Failure to indicate sources in a bibliography and/or footnotes.
- d. Use of another's ideas as one's own for themes or compositions.
- e. Use of a student's own work – entirely or in part – previously or simultaneously submitted for another course without permission from the professor.

4. Why Plagiarism is a Serious Academic Offense

Plagiarism is understood to be a serious academic offense in any educational setting and institution. It constitutes the double offense of: intellectual theft of another's work and attempted fraud by passing off that other party's work as one's own.

In addition, it causes the student to fail to demonstrate his/her knowledge of the course material. Therefore, it impedes the professor's ability to both assess and assist the student's to a proper understanding of the subject matter.

Moreover, plagiarism affects all sectors of academia, the Seminary School of Theology included, thus raising the need to protect the integrity and reputation of the educational program and institution.

The response of Immaculate Conception Seminary School of Theology cannot be limited to the punitive but should also be formative. The School's primary task being the student's development as a moral, responsible person, any response to plagiarism must address this concern while simultaneously preserving academic standards. With that in mind, input from the pertinent formation faculties or superiors about a student's character and vocational potential are essential to arriving at the conclusion of any case of plagiarism.

Students have the responsibility for informing themselves of both what constitutes plagiarism as well as its seriousness.

5. What Steps are Followed in Cases of Plagiarism

- a. The Course Professor
 - i. The course professor is the initial, principal authority for determining when a case of plagiarism has occurred.

- ii. It also falls to the course professor to determine the gravity of the incident, i.e., whether it was occasioned by genuine ignorance or by knowing act, whether brief or lengthy, whether in direct quotation or in paraphrasing, etc.
- iii. In a first-time offense, it is the professor's to decide on the proper penalty: (1) a chance to resubmit the work in proper fashion with the possibility of a reduced grade for the assignment and/or course; (2) to assign a failing grade for the assignment; or (3) to assign a failing grade for the course. The professor also has the opportunity to inform the student of a correct understanding of academic integrity and the standards for academic work.
- iv. The professor should inform the the student's advisor who is the advisor of the student of the incident, due to the possibility of other instances of plagiarism by a student, about which the course professor would be less-likely to know.
- v. Where applicable, the course professor will inform the formation mentor.
- vi. Whenever an instance of plagiarism by a student is not a first-time offense, action by the School would supersede the professor's decision regarding proper penalty.
 - b. The Student Advisor
- vii. The student's advisor acts as the primary intermediary if the incident requires steps by the School.
- viii. The advisor informs the Rector/Dean of all cases of plagiarism.
- ix. In all cases of plagiarism, the formation programs of seminarians and superiors of religious students or clergy are informed according to the instruction of the Rector/Dean.
- x. In any case of plagiarism by a student, the Seminary School of Theology reserves the right to impose the penalties of:
 - 1. Expulsion from its programs, per University policy.
 - 2. Continuation in its programs under a provisional status that stipulates in a formal letter to the student that any repeated instance of plagiarism could result in expulsion.

Any procedural issues raised will be referred to the Educational Policy Committee (E.P.C.) of the Seminary School of Theology. If the sanction of expulsion is determined, the guidelines in the current edition of the Seton Hall University Student Handbook will be observed.

N. Seton Hall University Policies and Procedures

The Policies and Procedures website, <https://www.shu.edu/policies/>, is the official repository for Seton Hall University, divisional, school, college and departmental policies currently in effect. The most current version of policies is found on the Policies and Procedures website. All students and employees are responsible for reading and following these policies and procedures.

Seton Hall University policies undergo continual revision, and policy revisions may be made without notification to the entire SHU community. Therefore, to keep abreast of the most current policies, each SHU community member should check the policies and procedures webpage directly.

III. MASTER OF ARTS IN THEOLOGY: TWO OPTIONS

The M.A. in Theology is offered in two formats:

A. General (Terminal) M.A.

Students must complete 36 credits of coursework, consisting of 21 credits from a single area of concentration (Biblical Studies, Church History, Jewish-Christian Studies, Moral Theology, Pastoral Theology, or Systematic Theology), 12 credits from the other areas outside of one's chosen concentration, and 3 credits from the capstone course (M.A. Seminar). The M.A. with a concentration in Biblical Studies also requires 6 additional credits in each of the biblical languages, Hebrew and Greek.

B. Research (Traditional) M.A.

Students must (1) complete 36 credits of coursework (plus Hebrew and Greek, two semesters each, for those pursuing Biblical Studies as a concentration), (2) demonstrate proficiency in a modern language (French or German), (3) pass comprehensive examinations, and (4) produce an acceptable thesis - all as explained in greater detail in the catalogue and below in the next section.

The Research M.A. option offers superior preparation for students seeking to pursue further studies in theology, and many of those who completed this degree program at Immaculate Conception Seminary School of Theology have been accepted at distinguished doctoral degree-granting institutions.

The General M.A. is for students who have no plans or desires to pursue doctoral studies.

Most doctoral programs in theology will not consider as qualified the student who at the M.A. level has not demonstrated proficiency in a foreign language, taken

comprehensive examinations, and produced a thesis. The student should be aware that the General M.A. may close his or her path to doctoral studies.

IV. RESEARCH M.A. LANGUAGE PROFICIENCY EXAMINATION

Modern language proficiency is intended to give the student the ability to employ resources in other major theological languages. Language proficiency is not something static, that is, a requirement that one fulfills and then forgets. Rather, it is intended to be a tool regularly employed during one's coursework. Therefore, the student should obtain and demonstrate foreign language proficiency as soon as possible, and no student will be allowed to advance to the comprehensive examinations without first having met this requirement.

The student must demonstrate proficiency in French or German. Although substitutions of other languages will generally not be permitted, the student seeking substitution for a significant academic reason may do so by submitting a written letter through the Associate Dean for Seminary and Academic Programs to the Educational Policy Committee. The onus probandi will lie upon the student; he or she must show substantial reasons why a substitution should be allowed.

The student shall demonstrate modern language proficiency by passing a one-hour translation test administered and graded by a faculty member assigned to the student by the office of the relevant associate dean. The examining professor shall submit the graded examination to the same associate dean for his or her inspection and approval. If approved, the associate dean shall then inform University Enrollment Services that the requirement has been met.

V. RESEARCH M.A. COMPREHENSIVE EXAMINATIONS

A. Description of the Comprehensive Exam

Students must complete written comprehensive examinations in their areas of concentration, demonstrating relative mastery of the chosen area of concentration. Comprehensive examinations may be scheduled only after all courses and the language reading requirement have been successfully completed. Exams must be taken during the Fall or Spring semester.

B. Format

Comprehensive examinations consist of a total of eight essay questions based on the course work of the student and submitted by at least two faculty members in the area of theological study in which the student is concentrating. The eight questions are paired, A and B, into four pairs. The candidate has the option of either question A or B in each pair. Thus, the total number of questions answered will be four, one from each pairing. The student has four hours to complete comprehensive examination.

C. Preparation

The student prepares for the comprehensive examinations according to the directives of the examiners. The examiners should be chosen from the full-time faculty in the student's area of concentration, rather than any intended thesis director and reader. In exceptional circumstances, examiners from the adjunct faculty may be chosen, with only the approval of the Educational Policy Committee (E.P.C.) of the Seminary School of Theology. The examiners should present a list of ten to fifteen student learning objectives for each of the courses upon which the examination is based. A given exam question will be based on one or two of these student learning objectives. Under no circumstances should the exam questions be given in advance to the student preparing.

When the student is ready to sit for comprehensive examinations, he or she should obtain an Application for Comprehensive Examinations Form (See Appendix 6) from the Office of the Associate Dean for Seminary and Academic Studies and file it with the same Office no later than one month before the date of the examinations for which the student intends to sit.

D. Grading

Two professors in the area of theological study in which the student is concentrating will read the entire exam. The student may fail a question according to one professor and be passed by the second professor, the result of which is a passing grade for that question. The student fails a question when both professors agree that the response for that question warrants a failing grade. In reading the comprehensive examinations, should two professors fail the student for his or her response to two different questions, then a third reader will review the entire examination, and should the third reader concur with a failing grade, the student will fail the examinations. If the student fails only one question or less, then he or she passes the comprehensive examination. If the student fails two or more questions, then he or she fails the comprehensive examination. The actual grading shall consist of the following designations: "Pass with Distinction," "Pass," and "Fail."

E. Retake

Should the student fail the comprehensive examinations, he or she may be examined again. One may only retake the comprehensive exam one time, thus for a total of two attempts.

VI. RESEARCH M.A. THESIS

Only after successfully completing comprehensive examinations may the student submit a thesis.

A. Thesis Director and Reader

Any full-time academic faculty member may act as the Director of an M.A. thesis. Adjunct faculty members may act in the capacity of director only upon consent of the relevant associate dean. The student, in consultation with his or her Director, shall select a second faculty member (as above with regard to full-time and adjunct faculty) who will serve as Reader.

B. Thesis Proposal and Format

The student must develop a thesis proposal, based on the following norms and in consultation with the faculty member who will act as Director of the thesis. The final submitted thesis is of substantial length (80-100, double spaced pages) in the student's field of concentration. Therefore, the proposal must reflect this length. Both the Director and the Reader must approve the thesis proposal before its submission to the E.P.C. for approval.

The thesis proposal is to be submitted to the Office of the Associate Dean for Seminary and Academic Studies during the regular academic year, either in the Fall or Spring Semesters. The proposal must have as a first page the M.A. Thesis Proposal Form (See Appendix 7) signed by the student's Director and Reader.

The thesis proposal will be presented in the following format:

- 1. Title:** In no more than twenty words, the name of the proposed work shall be given.
- 2. Proposition:** As clearly as possible, state the proposition to be defended.
- 3. Methodology:** Indicate the manner in which the proposition is to be approached, e.g., literature search; research accomplished; directions to be followed in defense of the proposition; and suggested chapter topics that will lead to a conclusion.
- 4. Expected Results:** Summarize briefly the expected conclusion of the research.
- 5. Working Bibliography:** Submit a working bibliography that is both scholarly and theologically relevant.

C. E.P.C. Approval of the Thesis Proposal

When both the Director and Reader have approved the thesis proposal, the student will obtain a Proposal of Thesis Form (See Appendix 7) from the office of the relevant associate dean, secure the signatures of the Director and Reader on the same form, and submit it together with the agreed upon proposal to the Office of the Associate Dean for Seminary and Academic Studies for review by the Educational Policy Committee [E.P.C.] during the regular academic year, either in the fall or spring semesters. The E.P.C., which usually meets monthly during the semester, will review the thesis proposal. Only upon the E.P.C.'s approval is the proposal for the thesis confirmed. Notice of the approval or

disapproval of the proposal by the E.P.C. will be given to the student in writing by the Office of the Associate Dean for Seminary and Academic Studies.

D. Thesis Writing & Approval

After the thesis proposal has been approved, the student shall write the thesis in consultation with his or her Director and Reader. The student may need to write and revise the thesis a number of times before the Director and Reader judge it to be satisfactory.

When the Director and Reader have indicated to the student that they approve of the thesis, the student shall obtain from the office of the relevant associate dean, two Certification of Completion of M.A. in Theology Thesis forms (See Appendix 8), and obtain the assigned grades and signatures of the Director and Reader on separate forms. Both the Director and Reader shall independently grade the thesis. The student shall then submit these two forms and a copy of the fully corrected and unbound thesis to the relevant office of the associate dean. The final grade for the thesis is established as an average by the relevant associate dean. The final thesis must be filed in the ICSST Library. The student has six years from the beginning of course work until he or she submits a fully approved thesis.

From time to time disagreements may arise between a student, the Director, and the Reader. The Director is primarily responsible for a thesis; without the Director's approval, the thesis cannot be accepted. If the thesis is accepted by the Director but not by the Reader, the student, Director, and Reader should work together to produce a thesis acceptable to all parties. If the differences between the Director and Reader are irreconcilable, and the Director approves the thesis, the student may request the relevant associate dean to refer the thesis to a second reader. The second reader will determine the acceptability of the thesis: if he or she approves it, it is approved. If he or she does not approve it, it returns to further discussion among the student, the Director, and the original reader.

The thesis must be submitted in its final form according to the norms established by the Registrar of Seton Hall University. The date for submission of theses

specified in the calendar is not the date of first submission after which the Director and Reader might ask the student to review and revise the thesis so that it might be made acceptable. Rather, this is the date by which the thesis must be in its final form and be completely acceptable to both Director and Reader.

Immaculate Conception Seminary School of Theology assumes no responsibility to assist the student in the completion of his or her thesis requirement by a specific graduation date if the student has not submitted a final thesis, approved by Director and Reader, according to the norms established by the Office of the Registrar of Seton Hall University.

VII. M.A. DEGREE GRADUATION REQUIREMENTS

It is the individual student's responsibility to obtain from the University Office of Enrollment Services the application for a cap and gown and to return the same in a timely manner.

The student's name on the diploma will appear as it is currently registered in the computerized database of the University Office of Enrollment Services at the time that the Application for Graduate Degree Form is filed. To change the appearance or spelling of one's name, a Change of Personal Data Form (See Appendix 25) must be filed with the University Office of Enrollment Services. Diplomas are usually ready three months after graduation and are either sent to the student or may be picked up by the student at Enrollment Services. Even if a student has filed a petition and participated in commencement exercises, the student who has not completed all requirements will not in fact be graduated.

VIII. M.A. DEGREE EXTENSION REQUIREMENTS

The student who, for serious and legitimate reasons, is unable to complete the degree requirements within six years shall petition in writing the Educational Policy Committee, any time after the fifth year of enrollment, for an extension of time to complete the degree requirements. Petitions for extension of time must include (a) the reason for the extension and (b) a proposed time frame for completion of the remaining degree requirements.

The student shall maintain continuous matriculation. In other words, even if not registered for specific courses in a fall or spring semester, the student must register for Registration Continuation or Thesis Continuation. Failure to do so will be considered the non-payment of a fee and will result in the imposition of a financial hold until failures to maintain Registration Continuation are cleared by payment.

The student who hopes to graduate must meet with the relevant associate dean and file an Application for Graduate Degree Form online or, if beyond the online application date, the student must file a hard copy form (See Appendix 26). If the applying student is deemed to be in the final phases of his or her academic work, the form will be forwarded to the University Office of Enrollment Services. This form must be filed by predetermined dates that are specified in the annual academic calendar issued by the Office of the

IX. EARNING THE M.A. IN THEOLOGY ALONG WITH THE M.DIV.

All seminarians follow the “Academic Program for Priesthood Candidates” (APPC), which is Immaculate Conception Seminary School of Theology’s application of the current U.S. Bishops’ Program of Priestly Formation.

The APPC consists of 126 credits. About 72 credits of the 126 required for the APPC are applied to the earning of the M.Div. degree. Thus, the typical seminarian accumulates about 54 credits beyond those required for the M.Div. degree.

Those APPC credits not applied toward the M.Div. can, therefore, be applied toward another degree (e.g., the M.A. in Theology). The basic academic principle is that credits cannot be used toward two degrees: credits meet the requirements of only one degree. Accordingly, what has been applied toward the requirements of the M.Div. cannot be used toward the M.A., but what has not been applied to the M.Div. can be used toward the M.A., exclusive of PTHO credits.

The M.A. in Theology requires 36 credits in coursework, with 21 of these in the area of concentration, the concentration choices being Biblical Studies, Church History, Jewish-Christian Studies, Moral Theology, and Systematic Theology.

In the case of the General M.A., 12 of the total 36 credits must come from coursework in areas other than the concentration area, and the 3 final credits of the 36 are obtained in the capstone course, the M.A. Seminar. (The M.A. student with a concentration in Biblical Studies needs an additional 6 credits in each of the biblical languages, Greek and Hebrew.)

In the case of the Research M.A., the 15 remaining credits of the total 36 credits must be obtained through coursework in areas other than the student’s chosen concentration area. (The M.A. student with a concentration in Biblical Studies needs an additional 6 credits in each of the biblical languages, Greek and Hebrew.)

If a seminarian has completed all the requirements of the APPC, he needs the following additional credits to earn an M.A. in Theology in each of these concentration areas:

1. Systematic Theology 6 credits
2. Moral Theology 6 credits
3. Church History 15 credits
4. Biblical Studies 15 credits (plus 12 language credits)

It is, therefore, possible for a seminarian to complete the M.Div. and complete all the coursework requirements for the M.A. at the same time, if he takes the requisite additional courses along the way. Students for the M.A. in Church History are required to complete the courses noted in V.A.1.b.

The seminarian that wants to obtain the General M.A. has completed all requirements when he has taken the requisite number of additional credits and passed the M.A. Seminar, with a cumulative graduate grade point average of 3.0 or higher.


The student who wants to obtain the Research M.A. must also do the following:

1. Demonstrate a reading knowledge of French or German.
2. Pass the M.A. comprehensive examinations.
3. Write an acceptable M.A. thesis.

X. APPENDICES

1. COURSE ADJUSTMENT FORM

PRESS FIRMLY - THE BOTTOM COPY IS YOURS!



SETON HALL UNIVERSITY
1856

COURSE ADJUSTMENT FORM

EXPECTED GRADUATION DATE

AUG. YEAR _____
 DEC. MAY

COLLEGE/SCHOOL		LEVEL
<input type="checkbox"/> ARTS & SCIENCES	<input type="checkbox"/> NURSING	<input type="checkbox"/> UNDERGRADUATE
<input type="checkbox"/> EDUCATION	<input type="checkbox"/> THEOLOGY	<input type="checkbox"/> GRADUATE
<input type="checkbox"/> BUSINESS	<input type="checkbox"/> HLTH & MED SCI	
<input type="checkbox"/> DIPLOMACY & INTER REL		

SHU ID	MAJOR		
LAST NAME	FIRST NAME	RESIDENT BOX NO.	
ADDRESS	CITY	STATE	ZIP CODE

NOTE: Failure to furnish all information requested may delay the processing of this form.

CONSULT THE UNIVERSITY CATALOG FOR APPLICABLE ACADEMIC REGULATIONS

Course ID#

--	--	--	--	--	--	--	--	--	--

CRN

--	--	--	--	--	--

Course Title _____

SEMESTER	YEAR	CREDITS	INSTRUCTOR'S NAME

WITHDRAW FROM COURSE

TAKE AN INCOMPLETE (DATE DUE _____)
Grades of 'I' not resolved within one year are automatically converted to a failing grade: 'F' (Failure-Unresolved Incomplete)

TAKE ON A PASS/FAIL BASIS

CHANGE FROM PASS/FAIL TO GRADE STATUS

CHANGE FROM CREDIT TO AUDIT

CHANGE GRADE FROM _____ TO _____

EXPLANATION FOR ADJUSTMENT. For grades of Incomplete, specify course requirements that remain outstanding.

This form must be forwarded by the instructor, in person or by mail, to the dean of the college offering the course, except for pass/fail requests which must be endorsed by the student's dean.

STUDENT'S SIGNATURE	DATE	INSTRUCTOR'S SIGNATURE	DATE
		DEAN'S SIGNATURE	DATE

REGISTRAR

2. GRADUATE ADVANCED STANDING FORM

GRADUATE ADVANCED STANDING REQUEST

WHITE COPY – REGISTRAR
 YELLOW COPY – DEPARTMENT
 PINK COPY – STUDENT

Major _____
 Degree _____
 Expected Graduation Date _____

Name _____ SID - -

Address _____
Street City State Zip

Enter information regarding the course(s) you wish to transfer to your SHU graduate program:

OTHER INSTITUTION		SHU EQUIVALENT		ADVISER APPROVAL	
Course Number	Title	Cr	Course Number	Title	Please initial

Course(s) taken at _____ located in _____
College/University City State

during the _____ 19 _____ semester.
term

Registrar's Use Only

ETS Code

Studies from to

Term Applied

Courses with grades of "B" or better may be transferrable when they are equivalent to a program's required or elective courses, were taken at an accredited institution, and have not been used to fulfill requirements for another degree. Six transfer credits is the maximum allowed for most graduate programs. Consult catalog and adviser for specific college and program requirements.

Student Date Adviser/Chair Date Dean Date

After signature of Dean, forward this form with a copy of official transcript to the Registrar.

Received by Registrar _____ Approved _____ Data Entry _____

COMMERCIAL BUSINESS FORMS, INC. (201) 227-2066

318651

3. REGISTRATION GRID

Seton Hall University Enrollment Services

SHU ID: _____

Semester: _____

Name: _____

Major: _____

Adviser's Signature _____

Affix Pre-registration Label Here

Enter Course ID (e.g., ENGL-1201-AA)	Title of Course	Chair Signature	Approved for Section

	MON	TUE	WED	THU	FRI	SAT	SUN
8 a.m.							
9 a.m.							
10 a.m.							
11 a.m.							
12 p.m.							
1 p.m.							
2 p.m.							
3 p.m.							
4 p.m.							
5 p.m.							
6 p.m.							
7 p.m.							
8 p.m.							

4. APPLICATION FOR INDEPENDENT STUDY

PRESS HARD - YOU ARE MAKING FOUR COPIES

PART A: (To be completed by student)

Academic Year NAME _____

20___ Address _____

Spring Phone(-) _____ CWID# _____

Summer

Fall Major _____ Advisor of Major _____

Undergraduate ___ Date of Application _____ Project Advisor _____

Graduate **PROJECT TITLE** _____

(Attach a detailed statement of project goals and procedures)

Proposed Course# _____ No of Credits: _____

PART B: (To be completed by Project Advisor)

Work to be submitted:

Schedule of deadlines for above:

Schedule of interviews:

Basis for grading:

Requested by: _____ Date: _____
(Student signature)

PART C: Approvals

Project Advisor: _____ Date: _____

Department Chair: _____ Date: _____

Dean: _____ Date: _____

(White-Dean; Yellow-Chair; Pink-Student; Gold-Advisor)

5. SETON HALL UNIVERSITY ADJUSTMENT TO SCHEDULE SCHOOL: _____

SHU ID: _____

FALL

MAJOR: _____


FULL NAME: _____

SPRING

UNDERGRADUATE

SUMMER

GRADUATE

	SUBJECT CODE	CATALOG NUMBER	COURSE SECTION	CRN	FULL TITLE OF DROP COURSE	CR	TIME DAY	TIME HOUR	CLOSED COURSE APPROVAL CHAIR'S SIGNATURE SECTION
D R O P									
A D D									

TOTAL CREDIT THIS SEMESTER: BEFORE CHANGE _____ AFTER CHANGE _____

REASON FOR CHANGE: _____

STUDENT'S SIGNATURE _____ DATE _____

APPROVED BY ADVISOR _____ DATE _____

DATA ENTRY BY:

6. APPLICATION FOR M.A. COMPREHENSIVE EXAMINATIONS

STUDENT'S NAME _____

ADDRESS _____

PHONE NUMBERS _____

STUDENT ID # _____

DATE OF EXAMS 1st Choice _____ 2nd Choice _____

EXAMINING PROFESSORS (*specify two*):

I hereby apply to take the M.A. comprehensive examinations at Immaculate Conception Seminary School of Theology, Seton Hall University, on the date(s) indicated above. I certify that I have completed all needed courses and met the requirement of proficiency in a modern language.

Signature of Student

Date

+++++
Do not write below this line.

Coursework completed? _____ Yes _____ No

Biblical Languages: _____ Hebrew _____ Greek

Modern Language Proficiency: _____ French _____ German

Application: _____ Approved _____ Denied

If denied, why? _____

Signature of Associate Dean

Date of Student Notification _____

7. FORM FOR PROPOSAL OF THESIS-M.A. in THEOLOGY

This form is NOT to be used for M.A.P.M or M.Div. project papers.

This form is to be attached to the M.A. thesis proposal, written according to the regulations contained in the Academic Handbook of School of Theology. The student is to submit seven copies of the complete proposal with this form as the cover sheet (the original, plus six copies) to the Office of the Associate Dean.

STUDENT'S NAME _____

ADDRESS _____

STUDENT ID # _____

THESIS DIRECTOR _____

THESIS READER _____

I hereby apply to the Educational Policy Committee for approval of my proposed thesis topic entitled (*here insert proposed title of thesis*)

for the M.A. in theology. I certify that I have successfully completed all courses, language requirements, and comprehensive examinations for this degree and that the only remaining degree requirement is the thesis.

Signature of Student

We certify that we have reviewed and approved the attached proposal:

Signature of Director/Mentor

Signature of Reader

+++++
Do not write below this line.

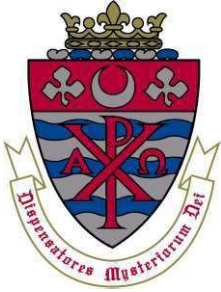
Dean Certifies: Student has completed all requirements except thesis: ___ Yes ___ No
Incomplete Requirements:

EPC Action: ___ approved ___ rejected Vote: _____ Date _____

Notification Sent? ___ Yes ___ No

Signature of Associate Dean

8.



**Immaculate Conception Seminary
School of Theology
Seton Hall University**

Notification to Enrollment Services regarding:

COMPLETION OF M.A. IN THEOLOGY THESIS

Please be advised that

**[Name of Student]
[Student Identification Number]**

has successfully completed the

Modern Language Reading and Translation examination in
German or **French** on [date].

Please note in the official records that the student has fulfilled the modern language reading requirement towards the M.A. in Theology degree.

Rev. Christopher M. Ciccarino, Associate Dean

Date

M.A. Comprehensive Examinations in Theology in [**Concentration Area**] on
[date].

Please record the following grade in the student's official records:

___PASS ___PASS WITH DISTINCTION

Rev. Christopher M. Ciccarino, Associate Dean

Date

M.A. in Theology Thesis and a final unbound library copy has been presented to the Associate Dean's office.

Please record the following grade in the student's official records:

___PASS ___PASS WITH DISTINCTION

Associate Dean's Office Use only

Approved final unbound thesis received from student – date: _____

Approved final unbound thesis delivered to ICSST library – date: _____

Rev. Christopher M. Ciccarino, Associate Dean

Date

9.



**Immaculate Conception Seminary School of Theology
Seton Hall University
South Orange, New Jersey**

MASTER OF ARTS IN THEOLOGY,
BIBLICAL STUDIES CONCENTRATION
(TERMINAL FORMAT – BIBN)

NAME: _____

CWID. NO. _____

COMPONENTS	Semester	Credits	Substitute/Notes
I. COURSES (48 credits)			
<i>Research Seminar (0 credits)</i>			
Biblical Studies (21 credits)			
1. BIBL 6201 “Pentateuch”			
2. BIBL 6501 “Synoptic Gospels”			
3. ¹			
4.			
5.			
6.			
7.			
Biblical Languages (12 credits)²			
1. Biblical Hebrew I			
2. Biblical Hebrew II			
3. New Testament Greek I			
4. New Testament Greek II			

¹Any **one** of the following:

1. BIBL 6203 “Prophetic Literature”
2. BIBL 6205 “Wisdom Literature & Psalms”
3. BIBL 6503 “Johannine Literature”
4. BIBL 6505 “Pauline Literature.”

² These language courses are required in addition to the regular 36 graduate credits of the degree. A student may be exempt from Hebrew and/or Greek if (1) they have already taken equivalent courses at other universities; (2) if they pass a qualifying exam prepared by the faculty of the Biblical Studies Department of ICSST; (3) if they substitute, with the approval of the Education Policy Committee of ICSST, an alternate biblical language. In this last case students may, with the approval of their academic advisor, take graduate courses in Biblical Hebrew or Biblical Greek for their concentration.

Courses in Other Areas (12 credits)			
1. <i>Moral Theology</i>			
2. <i>Church History</i>			
3. <i>Systematic Theology</i>			
4. <i>Choose one course from CETH, HSTD or STHO</i>			
II. CAPSTONE COURSE (3 credits)			
M.A. Seminar			

10.

**Immaculate Conception Seminary School of Theology
Seton Hall University
South Orange, New Jersey**



MASTER OF ARTS IN THEOLOGY,
BIBLICAL STUDIES CONCENTRATION
(RESEARCH FORMAT - BIBL)

NAME: _____

CWID: _____

COMPONENTS	Semester	Credits	Substitute/Notes
I. COURSES (45 credits)			
<i>Research Seminar (0 credits)</i>			
<i>Biblical Studies (21 credits)</i>			
1. BIBL 6201 "Pentateuch"			
2. BIBL 6501 "Synoptic Gospels"			
3. ¹			
4.			
5.			
6.			
7.			
<i>Courses in Other Areas (15 credits)</i>			
1. <i>Moral Theology</i>			

¹Any **one** of the following:

1. BIBL 6203 "Prophetic Literature"
2. BIBL 6205 "Wisdom Literature & Psalms"
3. BIBL 6503 "Johannine Literature"
4. BIBL 6505 "Pauline Literature."

2. Church History			
3. Systematic Theology			
4. Choose one course from CETH, HSTD or STHO			
5. Choose one course from CETH, HSTD or STHO			
II. LANGUAGE REQUIREMENTS			
Biblical Languages (12 credits)²			
1. Biblical Hebrew I			
2. Biblical Hebrew II			
3. New Testament Greek I			
4. New Testament Greek II			
Modern Theological Language			
French or German (circle one)	Date Passed Exam:		
Other (if approved):	Date Passed Exam:		
III. COMPREHENSIVE EXAMINATIONS			
Date:	Grade:		
IV. THESIS			
Title:			
Director:	Reader:	Grade:	

² These language courses are required in addition to the regular 36 graduate credits of the degree. A student may be exempt from Hebrew and/or Greek if (1) they have already taken equivalent courses at other universities; (2) if they pass a qualifying exam prepared by the faculty of the Biblical Studies Department of ICSST; (3) if they substitute, with the approval of the Education Policy Committee of ICSST, an alternate biblical language. In this last case students may, with the approval of their academic advisor, take graduate courses in Biblical Hebrew or Biblical Greek for their concentration.

11.

**Immaculate Conception Seminary School of Theology
Seton Hall University
South Orange, New Jersey**



MASTER OF ARTS IN THEOLOGY,
MORAL THEOLOGY CONCENTRATION
(RESEARCH FORMAT - CETH)

NAME: _____

CWID: _____

COMPONENTS	<i>Semester</i>	<i>Credits</i>	<i>Substitute/Notes</i>
I. COURSES (36 credits)			
<i>Research Seminar (0 credits)</i>			
<i>Moral Theology (21 credits)</i>			
1. CETH 6105 “Fundamental Moral Theology”			
2. ¹			
3.			
4.			
5.			
6.			
7.			
<i>Courses in Other Areas (15 credits)</i>			
1. Biblical Studies			

¹ Any **one** of the following:

1. CETH 6205 “Health Care Ethics”
2. CETH 6306 “Catholic Sexual Ethics”
3. CETH 6407 “Catholic Social Teaching.”

2. <i>Church History</i>			
3. <i>Systematic Theology</i>			
4. <i>Choose one course from BIBL, HSTD or STHO</i>			
5. <i>Choose one course from BIBL, HSTD or STHO</i>			
<i>Modern Theological Language</i>			
French or German (circle one)	Date Passed Exam:		
Other (if approved):	Date Passed Exam:		
III. COMPREHENSIVE EXAMINATIONS			
Date:	Grade:		
IV. THESIS			
Title:			
Director:	Reader:	Grade:	

12.



**Immaculate Conception Seminary School of Theology
Seton Hall University
South Orange, New Jersey**

MASTER OF ARTS IN THEOLOGY,
MORAL THEOLOGY CONCENTRATION
(TERMINAL FORMAT – CETN)

NAME: _____

CWID. NO. _____

COMPONENTS	Semester	Credits	Substitute/Notes
I. COURSES (36 credits)			
<i>Research Seminar (0 credits)</i>			
<i>Moral Theology (21 credits)</i>			
1. CETH 6105 “Fundamental Moral Theology”			
2. ¹			
3.			
4.			
5.			
6.			
7.			
Courses in Other Areas (12 credits)			
1. <i>Biblical Studies</i>			
2. <i>Church History</i>			

¹ Any **one** of the following:

1. CETH 6205 “Health Care Ethics”
2. CETH 6306 “Catholic Sexual Ethics”
3. CETH 6407 “Catholic Social Teaching.”

3. <i>Systematic Theology</i>			
4. <i>Choose one course from BIBL, HSTD or STHO</i>			
II. CAPSTONE COURSE (3 credits)			
M.A. Seminar			

13.



**Immaculate Conception Seminary School of Theology
Seton Hall University
South Orange, New Jersey**

MASTER OF ARTS IN THEOLOGY,
CHURCH HISTORY CONCENTRATION
(TERMINAL FORMAT – HSTN)

NAME: _____

CWID. NO.: _____

COMPONENTS	<i>Semester</i>	<i>Credits</i>	<i>Substitute/Notes</i>
I. COURSES (36 credits)			
<i>Research Seminar (0 credits)</i>			
<i>Church History (21 credits)</i>			
1. HSTD 6430 “The Church of the Fathers, the Age of Faith, and the Renaissance”			
2. HSTD 6341 “The Church of the Reformations, the Missions, and Today”			
3. HSTD 6807 “American Christianity”			
4. ¹			
5.			
6.			
7.			
<i>Courses in Other Areas (12 credits)</i>			
1. <i>Biblical Studies</i>			
2. <i>Moral Theology</i>			
3. <i>Systematic Theology</i>			

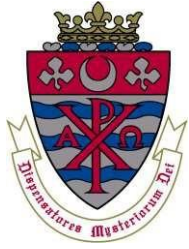
¹ Any **one** of the following:

1. HSTD 6222 “Popes and the Papacy”
2. HSTD 6226 “Ecumenical Councils.”

<p>4. <i>Choose one course from BIBL, CETH or STHO</i></p>			
<p>II. CAPSTONE COURSE</p>			
<p>M.A. Seminar</p>			

14.

**Immaculate Conception Seminary School of Theology
Seton Hall University
South Orange, New Jersey**



MASTER OF ARTS IN THEOLOGY,
CHURCH HISTORY CONCENTRATION
(RESEARCH FORMAT – HSTD)

NAME: _____

CWID: _____

COMPONENTS	<i>Semester</i>	<i>Credits</i>	<i>Substitute/Notes</i>
I. COURSES (36 credits)			
<i>Research Seminar (0 credits)</i>			
<i>Church History Courses (21 credits)</i>			
1. HSTD 6430 “The Church of the Fathers, the Age of Faith, and the Renaissance”			
2. HSTD 6341 “The Church of the Reformations, the Missions, and Today”			
3. HSTD 6807 “American Christianity”			
4. ¹			
5.			
6.			
7.			
<i>Courses in Other Areas (15 credits)</i>			
<i>1. Biblical Studies</i>			
<i>2. Moral Theology</i>			

¹ Any **one** of the following:

1. HSTD 6222 “Popes and the Papacy”
2. HSTD 6226 “Ecumenical Councils.”

3. <i>Systematic Theology</i>			
4. <i>Choose one course from BIBL, CETH or STHO</i>			
5. <i>Choose one course from BIBL, CETH or STHO</i>			
	<i>Semester</i>	<i>Credits</i>	<i>Substitute/Notes</i>
<i>Modern Theological Language</i>			
French or German (circle one)	Date Passed Exam:		
Other (if approved):	Date Passed Exam:		
III. COMPREHENSIVE EXAMINATIONS			
Date:	Grade:		
IV. THESIS			
Title:			
Director:	Reader:	Grade:	

15.



**Immaculate Conception Seminary School of Theology
Seton Hall University
South Orange, New Jersey**

MASTER OF ARTS IN THEOLOGY,
SYSTEMATICS CONCENTRATION
(TERMINAL FORMAT - STHN)

NAME: _____

CWID. NO. _____

COMPONENTS	Semester	Credits	Substitute/Notes
I. COURSES (36 credits)			
<i>Research Seminar (0 credits)</i>			
<i>Systematic Theology (21 credits)</i>			
1. ¹			
2.			
3.			
4.			
5.			
6.			
7.			
Courses in Other Areas (12 credits)			
1. Biblical Studies			
2. Moral Theology			

¹ Any **two** of the following:
 1. STHO 6202 “Revelation and Faith”
 2. STHO 6501 “Worship of the Church”
 3. STHO 6503 “Sacraments of Initiation”
 4. STHO 6207 “Ecclesiology”
 5. STHO 6505 “Eucharist”
 6. STHO 6203 “Christology”
 7. STHO 6205 “Christian Anthropology”

3. <i>Church History</i>			
4. <i>Choose one course from BIBL, CETH or HSTD</i>			
II. CAPSTONE COURSE (3 credits)			
M.A. Seminar			

16.

**Immaculate Conception Seminary School of Theology
Seton Hall University
South Orange, New Jersey**



MASTER OF ARTS IN THEOLOGY,
SYSTEMATICS CONCENTRATION
(RESEARCH FORMAT – STHO)

NAME: _____

CWID: _____

COMPONENTS	Semester	Credits	Substitute/Notes
I. COURSES (36 credits)			
<i>Research Seminar (0 credits)</i>			
<i>Systematic Theology (21 credits)</i>			
1. ¹			
2.			
3.			
4.			
5.			
6.			
7.			
<i>Courses in Other Areas (15 credits)</i>			
1. Biblical Studies			

¹ Any **two** of the following:

1. STHO 6202 “Revelation and Faith”
2. STHO 6501 “Worship of the Church”
3. STHO 6503 “Sacraments of Initiation”
4. STHO 6207 “Ecclesiology”
5. STHO 6505 “Eucharist”
6. STHO 6203 “Christology”
7. STHO 6205 “Christian Anthropology”

2. <i>Moral Theology</i>			
3. <i>Church History</i>			
4. <i>Choose one course from BIBL, CETH or HSTD</i>			
5. <i>Choose one course from BIBL, CETH or HSTD</i>			
	Semester	Credits	Substitute/Notes
Modern Theological Language			
French or German (circle one)	Date Passed Exam:		
Other (if approved):	Date Passed Exam:		
III. COMPREHENSIVE EXAMINATIONS			
Date:	Grade:		
IV. THESIS			
Title:			
Director:	Reader:	Grade:	

17.



**Immaculate Conception Seminary School of Theology
Seton Hall University
South Orange, New Jersey**

MASTER OF ARTS IN THEOLOGY,
JEWISH CHRISTIAN STUDIES CONCENTRATION
(TERMINAL FORMAT – JWCN)

NAME: _____ CWID: _____

COMPONENTS	<i>Semester</i>	<i>Credits</i>	<i>Substitute/Notes</i>
I. COURSES (36 credits)			
<i>Research Seminar (0 credits)</i>			
<i>Jewish Christian Studies (21 credits)</i>			
1. Biblical Thought (3 credits)			
2. Jewish Christian Encounters (3 credits)			
3. Hebrew (3 credits)			
4. Hebrew Readings (2 credits)			
5. Jewish Mysticism (3 credits)			
6. Fall of Jerusalem (2 credits)			
7. Q Readings (3 credits)			
8. Hebrew (2 credits)			
<i>Courses in Other Areas (12 credits)</i>			
1. <i>Moral Theology</i>			
2. <i>Church History</i>			
3. <i>Systematic Theology</i>			

4. <i>Biblical Theology</i>			
II. CAPSTONE COURSE (3 credits)			
M.A. Seminar			

18.



**Immaculate Conception Seminary School of Theology
Seton Hall University
South Orange, New Jersey**

MASTER OF ARTS IN THEOLOGY,
JEWISH CHRISTIAN STUDIES CONCENTRATION
(RESEARCH FORMAT – JWCS)

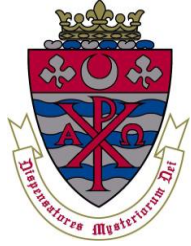
NAME: _____ CWID: _____

COMPONENTS	Semester	Credits	Substitute/Notes
I. COURSES (36 credits)			
<i>Research Seminar (0 credits)</i>			
<i>Jewish Christian Studies (21 credits)</i>			
1. Biblical Thought (3 credits)			
2. Jewish Christian Encounters (3 credits)			
3. Hebrew (3 credits)			
4. Hebrew Readings (2 credits)			
5. Jewish Mysticism (3 credits)			
6. Fall of Jerusalem (2 credits)			
7. Q Readings (3 credits)			
8. Hebrew (2 credits)			
<i>Courses in Other Areas (12 credits)</i>			
1. Moral Theology			
2. Church History			
3. Systematic Theology			
4. Biblical Theology			

5. Choose one course from BIBL, CETH or HSTD			
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6. Choose one course from BIBL, CETH or HSTD			
	<i>Semester</i>	<i>Credits</i>	<i>Substitute/Notes</i>
<i>Modern Theological Language</i>			
French or German (circle one)	Date Passed Exam:		
Other (if approved):	Date Passed Exam:		
III. COMPREHENSIVE EXAMINATIONS			
Date:	Grade:		
IV. THESIS			
Title:			
Director:	Reader:	Grade:	

19.



**Immaculate Conception Seminary School of Theology
Seton Hall University
South Orange, New Jersey**

MASTER OF ARTS IN PASTORAL MINISTRY
(MAM SPTM)

NAME: _____

CWID. NO.: _____

COMPONENTS	Semester	Credits	Course/Substitute/Notes
I. COURSES (39 credits)			
<i>Research Seminar (0 credits)</i>			
<i>Core Theology Courses (27 credits)</i>			
1. New Testament			
2. Old Testament			
3. Early Church / History of Christianity			
4. Liturgy			
5. Christology/Trinity			
6. Ecclesiology			
7. Sacramental Theology			
8. Moral Theology			

9. Ministry Foundations ¹			
Pastoral Concentration (12 credits)			
1.			
2.			
3.			
4.			
II. FIELD EDUCATION (6 credits)² N.B. Plan when about half finished with coursework.			
1.			
2.			
III. SPIRITUAL FORMATION			
Foundational Spiritual Experience			
Retreat			
Spiritual Director			
IV. SEMINAR/PROJECT (3 credits)			
Integration Seminar <i>or</i> M.A. Seminar			

¹ Options for “Ministry Foundations” usually include:

- PTHO 6336 Parish Evangelization
- PTHO 6602 Ministry of Healing
- PTHO 6603 Justice & Charity Ministry
- PTHO 6604 Ministry of Sanctifying
- PTHO 6605 Ministry of Teaching
- PTHO 6606 Ministry of Leadership
- PTHO 6502 Leadership/Parish Administration
- STHO 6740 Priesthood & Ministry
- STHO 6201 Foundations for Theology

² (1) Field education requirements can be fulfilled by seminarian M.Div. degree candidates through their regular weekly formation placements. (2) In those cases, some Field Education course credits can be applied to the Pastoral Theology (PTHO) degree requirements.

20.

**Immaculate Conception Seminary School of Theology
Seton Hall University
South Orange, New Jersey**

MASTER OF DIVINITY
(DIVN)

NAME _____ ID. NO. _____

COMPONENTS	Semester	Credits	Substitute/Notes
I. COURSES			
<i>Biblical Studies (12 credits)</i>			
<i>Historical Studies (6 credits)</i>			
<i>Moral Theology (6 credits)</i>			
<i>Systematic Theology (21 credits)</i>			
<i>Pastoral Theology (27 credits)</i>			

II. FIELD EDUCATION (12 credits) (these include Field Ed & Theol. Reflection)¹			
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III. SPIRITUAL FORMATION			
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Foundational Spiritual Experience			
Retreat			
Director			

IV. M.A. SEMINAR/FINAL PROJECT (3 credits)			
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¹ (1) Field education requirements can be fulfilled by seminarian M.Div. degree candidates through their regular weekly formation placements. (2) In those cases, some Field Education course credits can be applied to the Pastoral Theology (PTHO) degree requirements.

21.

**Immaculate Conception Seminary School of Theology
M.Div. Program – 2025**

NAME- LN, FN, MI:							
CWID#:				TR Inst 1:			
				TR Inst 2:	TRANSFERS		
smst	sigla	number	title	credits	semester taken at ICS (+ ICSST course substitution or OR name of transfer institution & grade)	credits	grade
First Theology	1	BIBL	6501	Synoptic Gospels	3		
	1	HSTD	6311	Christianity: The Patristic Era	3		
	1	PTHO	6518	Integ. Music & Lit. Cel.	2		
	1	STHO	6022	<i>Graduate Research Seminar</i>	2		
	1	STHO	6202	Revelation and Faith	3		
	1	STHO	6501	Worship of the Church	3		
	2	BIBL	6201	Pentateuch	3		
	2	CETH	6200	Fundamental Moral Theology I	3		
	2	HSTD	6312	Christianity: The Mediaeval Era	3		
	2	PTHO	6601	Pastoral Ministry: Introduction	3		
	2	STHO	6205	Christian Anthropology	3		
	2	STHO	6503	Sacraments of Initiation	3		
Second Theology	3	BIBL	6214	The Former & Latter Prophets	3		
	3	CETH	6201	Fundamental Moral Theology II	3		
	3	HSTD	6313	Christianity: The Modern Era	3		
	3	PTHO	6203	Pastoral Psych & Counseling	3		
	3	STHO	6203	Christology	3		
	3	STHO	6540	<i>Ecumenical & Interreligious Dialogue</i>	3		
	4	BIBL	6503	Johannine Literature	3		
	4	CETH	6205	Health Care Ethics	3		
	4	PTHO	6109	Introduction to Preaching	2		
	4	PTHO	6500	Evangelization & Sanctification	3		
	4	STHO	6282	Ecclesiology & Mariology	3		
	4	XXXX	xxxx	Required Elective Course	3		

**Immaculate Conception Seminary School of Theology
M.Div. Program – 2025**

NAME- LN, FN, MI:							
CWID#:				TR Inst 1:			
				TR Inst 2:	TRANSFERS		
smst r	sigla	number	title	credits	semester taken at ICS (+ ICSST course substitution or name of transfer)	credits	grade
	BIBL	6315	<i>Pauline & General Epistles</i>	3			
5	CETH	6306	Catholic Sexual Teaching	3			
5	HSTD	6807	<i>American Christianity</i>	3			
5	PTHO	6112	<i>Preaching Practicum I</i>	2			
5	PTHO	6312	<i>Teaching & Catechetics</i>	3			
5	STHO	6204	<i>The Trinity</i>	3			
Third Theology							
6	BIBL	6205	Wisdom Literature & Psalms	3			
6	PTHO	6401	<i>General Canon Law</i>	3			
6	PTHO	6503	Liturgical Practicum	2			
6	STHO	6509	Christian Marriage	3			
6	XXXX	xxxx	<i>Required Elective Course</i>	3			
Fourth Theology							
7	CETH	6407	Catholic Social Teaching	3			
7	PTHO	6113	<i>Preaching Practicum II</i>	2			
7	PTHO	6405	<i>Canon Law of Marriage</i>	3			
7	STHO	6502	Priesthood & Ministry	3			
7	STHO	6505	Eucharist	3			
8	PTHO	6420	<i>Spiritual Life/Spiritual</i>	3			
8	PTHO	6502	Leadership & Parish	3			
8	STHO	6507	Reconciliation & Anointing	3			
8	XXXX	xxxx	Required Elective Course	3			
credit totals				126		0	

courses to transfer must be (1) of equal credits, (2) graduate, (3) "B" grade or higher, (4) less than 10 years old
 courses in bold/italic form part of Academic MDiv; balance of "PPF" courses may apply toward MA

22.

**Immaculate Conception Seminary School of Theology
Pre-Theology Program**

NAME- LN, FN, MI:							
CWID#:				TR Inst 1:			
				TR Inst 2:			
					TRANSFERS		
smstr	sigla	number	title	credits	semester taken at ICS (+ ICSST course substitution or OR name of transfer institution & grade)	credits	grade
1	PLTL	1111	History of Philosophy I	3			
1	PLTL	1242	Philosophical Logic	3			
1	THEO	1501	Intro RC Doctrine	3			
1	COST	1600	Oral Communication	3			
1	LATN	1101	Elementary Latin I	3			
1	ENGL		English Proficiencies	3			
2	PLTL	1112	History of Philosophy II	3			
2	PLTL	2223	Philosophy of Nature	3			
2	THEO	1502	Intro RC Liturgy/Sacraments	3			
2	THEO	1102	Bible: Word of God	3			
2			Elective (Latin II)*	3			
2			Elective	3			
3	PLTL	1113	History of Philosophy III	3			
3	PLTL	2218	Philosophy of Being	3			
3	PLTL	3214	Philosophy of Person	3			
3	THEO	1203	Intro RC Moral Theology	3			
3	GREK	12xx	New Testament Greek I	3			
3			Elective (Elem Spanish I**)	3			
4	PLTL	2243	Theory of Knowledge	3			
4	PLTL	2241	Philosophical Ethics	3			
4	PLTL	3416	Philosophy of God	3			
4	THEO	1404	Intro RC Prayer/Spiritual Trad	3			
4	THEO	2302	American Context	3			
4			Elective (N.T. Greek II/Latin II)*	3			
4			Elective (Elem Spanish II**)	3			
credit totals				75		0	

*each student must complete both NT Greek I and Elementary Latin I plus either NTGreek II or Elementary Latin II

**students without prior Spanish study should take basic Spanish in Pre-Theology as prerequisite for Intermediate Pastoral Spanish in M.Div

23.



**Immaculate Conception Seminary School of Theology Seton
Hall University
South Orange, New Jersey**

CERTIFICATE IN CHRISTIAN SPIRITUALITY (STCS)

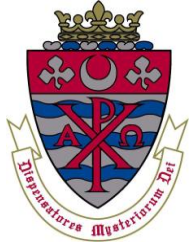
NAME: _____

Semester started: _____

CWID: _____

COMPONENTS	<i>Semester</i>	<i>Credits</i>	<i>Substitute/Notes</i>
COURSES (18 credits)			
1. <i>History of Christian Spirituality HSTD 6310 (3 credits)</i>			
2. <i>Theology of the Spiritual Life STHO 6728 (3 credits)</i>			
3. <i>Theology of Prayer STHO 6774 (3 credits) or, one Sacraments, Worship or Ministry course (3 credits)</i>			
4. <i>Spirituality and Contemporary Culture PTHO 6718 (3 credits)</i>			
5. <i>One of the following (3 credits): Spiritual Direction PTHO 6715 (3 credits) or, one 3 credit course in various spirituality traditions, including, Augustinian, Benedictine, Carmelite, Franciscan, Ignatian and The Spiritual Exercises, or other spirituality course (3 credits) as available</i>			
6. <i>Integration Seminar PTHO 9101 (3 credits)</i>			

24.



**Immaculate Conception Seminary School of Theology
Seton Hall University
South Orange, New Jersey**

**CERTIFICATE IN CATHOLIC EVANGELIZATION
(STCE)**

NAME _____

CWID _____

COMPONENTS	<i>Year</i>	<i>Semester</i>	<i>Notes</i>
I. COURSES – Total 18 credits			
Required Courses			
1. PTHO/STHO 6244 <i>Prayer, Discipleship & Community</i>	1		
2. BIBL 6210 <i>Biblical Call Narratives</i>	1		
3. PTHO/HSTD/STHO 6334 <i>Catholic Evangelization</i>	2		
4. BIBL/PTHO 6571 <i>The Parables of Jesus</i>	2		
5. PTHO/STHO 6333 <i>Evangelizing Church</i>	3		
6. PTHO 9101 <i>Integration Seminar or Practical Evangelization</i>	3		

June 2014

25.

**SETON HALL UNIVERSITY
Office of the Registrar
CHANGE OF PERSONAL DATA FORM**

Please submit this form to the Office of the Registrar in Bayley Hall (room 110). Enter current information in the *Change from* column, and requested changes in the *Change to* column.

The following changes require accompanying documentation (copies):

- First or last name – marriage certificate, court order, or driver’s license
- Social security number – social security card
- Date of birth – birth certificate or driver’s license

NAME CHANGE	Change from:	Change to:
SHU ID		
Last Name		
First Name		
Middle Name		
Suffix		
Social Security #		
Date of Birth		

Is this name change for your diploma in conjunction with your online Application for Degree? Yes
 No

If yes, when are you graduating?

Fall _____ Spring _____ Summer _____
Year Year Year

ADDRESS CHANGE	Change from:	Change to:
Street		
City		
State		
Zip		
Telephone		

For an address change, check all that apply:

- Please indicate if this is a
- New permanent address
 - New local address
 - New billing address
 - Diploma address – where to mail your diploma

Student Signature

Date

REGISTRAR USE ONLY: <input type="checkbox"/>
<input type="checkbox"/> SHAGAPP
<input type="checkbox"/> SPAIDEN <input type="checkbox"/>
<input type="checkbox"/> SHADIPL

LATE APPLICATION FOR GRADUATION



Please fill out this section:	
Student Name:	
Student ID:	
Name for your diploma:	If you have a name change, you must provide documentation.
Graduation Date:	
Degree:	<input type="checkbox"/> <input type="checkbox"/>
Delivery method:	<input type="checkbox"/> Pick Up <input type="checkbox"/> Mail
Contact number:	
Personal email address:	
Signature:	
Date:	

Registrar office only:		
<input type="checkbox"/> SFAREGS	<input type="checkbox"/> SHAGAPP	<input type="checkbox"/> SHADIPL
Auditor:		
Graduation Status Updated:		

