



MA Program Handbook

16th Edition

2007-2008 Academic Year

Graduate Theological Union
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CIS: The Center for Islamic Studies	
CJS: The Richard S. Dinner Center for Jewish Studies	
CLGS: The Center for Lesbian and Gay Studies in Religion and Ministry at Pacific School of Religion	
CSRC: The Center for the Study of Religion and Culture	
CTNS: The Center for Theology and the Natural Sciences	
IBS: The Institute of Buddhist Studies	
NCB: New College Berkeley	
PANA: The Institute for Leadership Development and Study of Pacific and Asian North American Religion	
PAOI: The Patriarch Athenagoras Orthodox Institute	
SAT: The School of Applied Theology	

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I. STRUCTURE AND GOVERNANCE

A. THE GTU CONSORTIUM

The mission of the Graduate Theological Union is to:

- **Educate women and men for vocations of ministry and scholarship;**
- **Equip leaders for a future of diverse religions and cultures;**
- **Teach patterns of faith which nurture justice and peace; and**
- **Serve as an educational and theological resource for local communities, the nation, and the world.**

The GTU is a structurally unique organization that embodies a set of ecumenical and academic ideals. It is comprised of nine denominational or inter-denominational Member Schools, all of which are theological institutions preparing persons for ordination and church leadership. It has an informal but highly significant relationship with the University of California, Berkeley. The GTU is further enriched by the presence of a number of affiliates and programs representing a range of religious traditions and theological perspectives.

Each of the Schools is an autonomous institution with its own faculty, Board of Trustees, and distinctive mission based on its denominational affiliation(s). These autonomous institutions come together in a number of ways to create the GTU consortium. They share a common library. A GTU Consortial Registrar establishes the Master Course Schedule and assigns classrooms for the consortium. The classrooms are largely held in common; some Schools have none, and others have many, which they offer to the consortium. The Schools have open cross-registration agreements. Through the cooperation of all of its constituencies, the GTU provides a full range of resources for theological education.

B. THE MA PROGRAM

The purpose of the GTU Common MA program is to provide a basic understanding of theological or religious studies for further graduate study or for general educational purposes.

The GTU Common MA is an academic degree conferred by the GTU in cooperation with a School of Affiliation. Coursework in the MA Program is by lecture and seminar courses and thesis work. Students are expected to have sufficient preparation in theology or religious studies to enter into seminar work, which is an integral part of the program from its first semester. Please direct any questions about admission to the program to the GTU Admissions Office.

Policies governing the MA Program, as documented in the MA Program Handbook, are established by the GTU Council of Deans and Consortial Faculty. The Deans govern the MA Program and ensure that standards are commonly understood and equitably applied to all MA students. Policies requiring review or change are brought to the Deans for consideration and decision. The Administrative Assistant to the GTU Dean is the Coordinator of the MA Program, and handles the routine administration of the program, including maintenance of this handbook and coordinating GTU student orientations (see also "GTU Administrative Support" below).

Each year the MA students elect a representative to the GTU Board of Trustees. Students interested in serving as the Board Representative should apply to the GTU Dean's Office by March 15.

<p>Goals of the MA program are that students gain...</p> <ul style="list-style-type: none"> ❑ Focused knowledge in a chosen area of concentration in the context of the broader disciplines of theological or religious studies. 	<p>Expected outcomes for graduating students are...</p> <ul style="list-style-type: none"> ❑ Demonstrated knowledge in area of specialization. ❑ Ability to understand key issues within area of concentration as related to other disciplines in theological and religious studies. ❑ Ability to relate contemporary issues within a particular religious tradition to broader theological or religious discussions. 	<p>Tools used for student assessment are:</p> <ul style="list-style-type: none"> ❑ One course in each of four areas (Biblical Studies, History, Theology, Ethics). ❑ Four required courses (two at advanced level) in specified area of concentration. ❑ Thesis in area of concentration.
<p>Goals of the MA program are that students gain...</p> <ul style="list-style-type: none"> ❑ An ability to conduct research in theological or religious studies at the graduate level. 	<p>Expected outcomes for graduating students are...</p> <ul style="list-style-type: none"> ❑ Ability to develop and sustain a scholarly argument within the area of concentration. ❑ Understanding of and facility with current scholarly research tools, e.g. journal database systems, and other library resources ❑ Capacity to conduct research using primary sources. ❑ Ability to communicate results of research clearly in both written and oral forms of presentation. 	<p>Tools used for student assessment are:</p> <ul style="list-style-type: none"> ❑ Two advanced level (4000 or above) courses in area of concentration. ❑ All courses must be taken for letter grade and completed with B- or above. Examination and evaluation by faculty examiners in modern foreign languages. ❑ Modern foreign language examination. ❑ Evaluation of thesis by the thesis committee. ❑ Thesis with oral defense.
<p>Goals of the MA program are that students gain...</p> <ul style="list-style-type: none"> ❑ Competence and credentials for the possible pursuit of further academic studies in one of the 	<p>Expected outcomes for graduating students are...</p> <ul style="list-style-type: none"> ❑ Appreciation for value of study and research to serve vocations of ministry and scholarship. 	<p>Tools used for student assessment are:</p> <ul style="list-style-type: none"> ❑ Thesis with oral defense.

<p>disciplines of theological or religious studies.</p> <p>.....</p> <p>Goals of the MA program are that students gain...</p> <ul style="list-style-type: none"> ❑ Critical perspective on a particular religious tradition as it engages theological or religious studies. 	<ul style="list-style-type: none"> ❑ Ability to present theological or religious studies concepts and material clearly and responsibly. <p>.....</p> <p>Expected outcomes for graduating students are...</p> <ul style="list-style-type: none"> ❑ General knowledge of one particular religious tradition, and selected knowledge of at least one other. ❑ Ability to integrate knowledge of a particular religious tradition into the practice of scholarly inquiry. ❑ Ability to engage in productive dialogue and research with persons of various religious traditions. 	<p>.....</p> <p>Tools used for student assessment are:</p> <ul style="list-style-type: none"> ❑ Successful completion of five courses inside school of affiliation. ❑ Successful completion of five courses outside school of affiliation. ❑ Approval of thesis by committee including one member from outside school of affiliation.
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C. THE SCHOOL OF AFFILIATION

The School of Affiliation (or CJS, IBS or PAOI) provides the educational ethos, the community of learning, and the liturgical and denominational environment in which MA studies are pursued. The School of Affiliation assesses the academic preparation of incoming students and may require an entering student to take MA Distribution requirements in the first semester in order to establish a foundation for the MA Program, or extend coursework beyond the normal two-year minimum. The School provides academic advising and financial aid and oversees student progress through the degree. Students are counted in the enrollment of the School and the School receives the student's MA tuition (part of which is an administrative fee to GTU). The Dean of the School is typically the one required to sign forms, receive petitions, etc. The student's advisor and Thesis Committee Coordinator come from the faculty of the School of Affiliation. The School and advisor keep the GTU Dean's Office apprised of student progress, but the fundamental advising occurs in the School.

D. ACADEMIC ADVISING

Advisors are assigned to students by the Dean of the School upon admission, and may be changed by the student later (see "Change of Advisor" section). The MA Program Coordinator enters the assigned advisor (and any future changes) into the student's computer record. If no advisor is assigned or chosen, a hold may be placed on the student's registration (see "Holds on Registration" section). The assigned advisor is the student's first link to the faculty of the School. Students should see their advisor during orientation week and should also check in with the

Dean and/or Registrar of the School to become oriented to the academic ethos and procedures of the School.

Because the MA Program is an individualized program of study leading to a thesis project, the advisor is key to helping the student design the program. The advisor assesses the student's background and strengths, and the needs of the proposed program, and helps the student design a program that meets their goals and fulfills the course requirements of the program. The student and advisor consult the MA handbook about MA policies and procedures. Policy questions or other questions about the MA handbook are directed to the MA Program Coordinator. The advisor meets regularly with the student to advise him/her and oversee progress toward the degree, and helps the student form the MA Thesis Committee and devise the thesis topic. The Thesis Committee Coordinator is chosen by the student and takes the place of the student's advisor.

E. GTU HONOR CODE

The GTU MA Program operates on an honor code. As responsible adults, students police the integrity of their own academic work. By virtue of registration in the program, students pledge to work in accordance with policies, procedures and expectations as defined in the MA Program Handbook and Catalog. Students are expected to avoid plagiarism, which is defined as the presentation of another's ideas, methods, research or words without proper acknowledgment. Students are required to observe the rubrics of exams such as time limitations and closed-book requirements. On-campus exams are not proctored since it is assumed that students will comply with the honor code in good faith. Documented evidence that a student has violated the honor code may result in immediate expulsion from the program.

F. GTU ADMINISTRATIVE SUPPORT

Although the primary advising of MA students is done in the School of Affiliation, the staff of the GTU Dean's Office and Office of Student Affairs are happy to help MA students with questions referred from the Schools or on policy issues. The staff is located in two different offices: the Dean's Office is on the third floor of the GTU Flora Lamson Hewlett Library, and the Office of Student Affairs is in the LeConte Building, 2465 LeConte Avenue (the same building that houses the bookstore).

1. DEAN'S OFFICE (GTU FLORA LAMSON HEWLETT LIBRARY)

Administrative Assistant to the Dean & MA Program Coordinator (649-2440)

- Maintains MA Program Handbook and forms, noting clarifications and policy changes in each year's update
- Coordinates student orientations (Schools of Affiliation have additional orientation activities)
- Maintains MA student files and computer files
- Processes "MA Program Checklist," "MA Thesis and Oral Exam Committee Request," and "Statement of Intent to Graduate" forms
- Reviews petitions for leave, part-time status, extensions, transfer of credits, change of Schools for MA students and checks with GTU Dean as necessary
- Tracks student progress in bi-annual file review, and evaluates student transcripts for graduation
- Makes appointments with the GTU Dean
- Receives items needing the GTU Dean's signature

Dean and Vice President for Academic Affairs (649-2440)

- Coordinates the Council of Deans and the MA Program Subcommittee in governing the Common MA
- Rules on special problems or requests of MA students
- Consults with School of Affiliation on petitions for leave, part-time status, extensions, transfer of credits, change of Schools for MA students
- Students normally see the GTU Dean after being referred for a complex problem or special issue by the Dean of the School of Affiliation

2. STUDENT AFFAIRS OFFICE (LECONTE BUILDING)

Office Manager/Receptionist for Student Affairs (649-2400)

- Answers switchboard and directs calls
- Assists with various forms, stickers, and student health insurance
- Assists with the distribution of forms, catalogs, and admissions materials
- Provides administrative support for the Consortial Registrar, Dean of Students, and Academic Secretary
- Manages registration for modern language exams

Academic Secretary (649-2461)

- Helps maintain MA and Doctoral student computer files
- Oversees language certification procedures, certifies MA and doctoral language proficiency
- Proctor, processes and receives passages for the modern and biblical language exams
- Receives language petitions from students wanting to certify modern language
- Receives and processes graduation paperwork, theses and dissertations
- Schedules oral defenses and written examinations for MA and doctoral students

Assistant Dean for Admissions (649-2465)

- Answers questions regarding admissions policies and procedures
- Arranges for visits of prospective students
- Coordinates doctoral and master's admissions process and follow-up
- Coordinates GTU catalog
- Helps coordinate new MA student orientation
- Handles international student I-20 status issues

Dean of Students and Vice President for Student Affairs (649-2464)

- Manages Human Subjects Protocol review process
- Certifies graduation for MA and doctoral candidates
- Plans and coordinates annual MA and doctoral student and consortial faculty summer mailings
- Publishes Extended Calendar
- Helps coordinate new MA student orientation
- Organizes fall Convocation
- Organizes Faculty Student Colloquia
- Organizes GTU Commencement
- Coordinates and advises GTU-wide student organizations
- Runs elections to determine student committee assignments

Director of Financial Aid (649-2459)

- Answers questions regarding financial aid policy and procedures
- Counsels students on financial aid eligibility

- Creates student living expense budgets
- Determines eligibility for loans and counsels students on student debt management
- Determines grant eligibility and coordinates award packages
- Maintains student financial aid records

Assistant Director of Financial Aid (649-2463)

- Answers questions about completeness of financial aid applications, processing status of initial awards and loan certification
- Answers questions regarding financial aid policy and procedures
- Conducts follow-ups on incomplete files
- Counsels students on financial aid eligibility
- Fields student employment questions
- Provides financial aid applications
- Responsible for Federal Work Study Programs
- Responsible for Perkins Loans files
- Schedules appointments for Director

Financial Aid Associate (649-2469)

- Answers questions about completeness of financial aid applications, processing status of initial awards and loan certification
- Answers questions regarding financial aid policy and procedures
- Conducts follow-ups on incomplete files
- Counsels students on financial aid eligibility
- Maintains audits of student files
- Maintains scholarship and resource information booklet
- Maintains Scholarship ListServ
- Provides financial aid applications

Consortial Registrar (649-2462)

- Assists with difficult registration issues
- Assists with technical cross-registration problems and certifies cross-registration applications with UCB, Holy Names University, and Mills College
- Handles V.A. certification
- Publishes GTU Directory, and records changes in address or phone
- Issues I.D. cards and stickers
- Issues official transcripts
- Maintains academic calendar
- Manages cross-registration
- Processes student loan deferment certification
- Receives for GTU doctoral, CJS MA and certificate students, and special students requests for incompletes, late registration, changes in enrollment (pass/fail; drop-add; withdrawal; etc.)
- Schedules courses and assigns classrooms
- Produces schedule of classes and addendum and maintains online course schedule
- Schedules courses

II. COMMON MA PROGRAM REQUIREMENTS

A. OVERVIEW OF PROGRAM REQUIREMENTS

The following are requirements for the Common MA Program. If your Area of Concentration is in Biblical Languages, Buddhist Studies, Jewish Studies, or Orthodox Christian Studies additional or alternate requirements apply. See the section "Special Concentrations in the GTU Common MA Program" for details. Likewise, if you are in concurrent MA/MDiv programs, see the "Concurrent MA/MDiv Programs" section for additional requirements. The MA Program Coordinator can provide you with a Program Checklist to help you plan your program according to the requirements. Some items listed below do not apply to MA students in Biblical Languages and are so noted.

The MA Program Coordinator performs a bi-annual review of MA student files after receiving grade reports for each semester, and sends a memo to the Registrar of each participating School of Affiliation, alerting them to student progress issues. This memo is also sent to the GTU Dean of Students, Consortial Registrar, Academic Secretary, and Director of Financial Aid for their information. The Registrar or their representative is responsible to notify students of issues noted and advise them accordingly.

GENERAL COURSE CRITERIA: Only academic courses of three units or more are counted toward the degree. Additionally, a B- or higher grade must be earned in each course. This means that courses of fewer than three units, courses in Functional Theology (FT) and Field Education (FE), and courses taken Pass/Fail do **NOT** count toward the MA degree.

However, under **extraordinary** circumstances, the Dean of the School of Affiliation, with the approval of the GTU Dean, may allow a student to combine two 1.5-unit courses in the same field of study to count as a 3-unit course as long as there is evidence that the readings, papers, and other assignments required a level of work equivalent to a full 3-unit academic course.

Also, if a student's program requires academic study and analysis of some practical or functional field, the student may complete a plan of academic reading and writing on the subject in conjunction with the course. Such work should be registered as a Special Reading Course. The student and professor should provide evidence of equivalent work of a 3-unit academic course.

TOTAL COURSE REQUIREMENT: 16 three-unit courses (or the equivalent) are required, two of which are thesis courses (except for MA students in Biblical Languages). The majority of these should be intermediate and advanced courses.

Note: Course numbers refer to course levels as follows:

- 1000 = introductory
- 2000-3000 = intermediate
- 4000 = advanced
- 5000 = doctoral and advanced masters
- 6000 = doctoral only

TOTAL GPA REQUIREMENT: The student's cumulative GPA must be 3.0 or higher.

COURSE DISTRIBUTION REQUIREMENT: One course must be taken in each of these Areas: Biblical Studies (BIBL), History (HIST), Systematic & Philosophical Theology (THEO), and Ethics & Social Theory (ETHC). If your Area of Concentration is in one of those Areas and you have fulfilled the Area of Concentration requirement (see below), you have automatically fulfilled the Course Distribution requirement in that Area. Depending on the background of the student or the program, the academic advisor may stipulate additional requirements. **This requirement does not apply to MA students in Biblical Languages or CJS-affiliated MA students.**

AREA OF CONCENTRATION REQUIREMENT: Four courses are required within the Area of Concentration, two of which must be advanced (4000+) level courses. **This requirement does not apply to MA students in Biblical Languages, CJS-affiliated MA students, IBS-affiliated MA students and PAOI-affiliated MA students.**

CONSORTIAL REQUIREMENT: Of the fourteen (3-unit) courses taken to complete the MA Program, five (5) courses must be taken inside the School of Affiliation (or CJS, IBS, or PAOI), and five (5) courses outside the School of Affiliation. Certain UC Berkeley courses may count toward the five outside the School. The academic advisor and the Thesis Committee Coordinator must come from within the School of Affiliation, but at least one member of the Thesis Committee must come from another School of the GTU. **This requirement does not apply to MA students in Biblical Languages.**

LANGUAGE COURSEWORK: Modern foreign European language courses (English, French, German, Spanish, Italian) do **NOT** count toward the MA degree, unless the course involves advanced language work (beyond basic language proficiency) in an academic subject and the student earns a B or better. The following other types of language courses **DO** count toward the degree:

- Specialized languages (for example, Hindi, Japanese, Modern Hebrew, Aramaic, etc.)
- Classical languages (Greek, Hebrew)

MODERN FOREIGN LANGUAGE REQUIREMENT: Proficiency in one modern foreign language must be certified by exam, coursework, or by petition. See Modern Foreign Language Requirement section for full details.

THESIS REQUIREMENT: Two courses (six units) of thesis work are required; no more than six total units count toward the degree. The thesis must be filed by the deadline. **MA students in Biblical Languages are not required to write a thesis.**

B. MODERN FOREIGN LANGUAGE REQUIREMENT

MA students are expected to demonstrate competence in one modern foreign language no later than the first semester of the second year of residence. Non-native speakers of English may, with permission, certify English as their foreign language. Additional language requirements may be set by the academic advisor or Thesis Committee, depending on the student's proposed program of study. Ordinarily, at the MA level, students are advised to propose programs within the limits of their linguistic competence and to pursue language study as preparation for more advanced academic work.

MA students must successfully certify their language proficiency before they will be allowed to form their Thesis Committee, thus it is important to fulfill your language requirement as early in the program as possible. Do not make the mistake of leaving this requirement until the end of your program. You will not be allowed to graduate without meeting this requirement.

Students are normally expected to fulfill language requirements through examination. You may attempt to pass the language exam in any given language up to a maximum of three times. In some cases, students may use coursework to fulfill a requirement.

MA students in Jewish Studies have a different method of certifying proficiency in Hebrew. (See the "Language Certification for CJS-MA Students" on page 13 in this section of the handbook.)

COURSEWORK

Courses are useful to help prepare for the translation exam, and some may also serve to fulfill the modern language requirement. Courses are offered at the GTU, at UCB, and at neighboring institutions.

- 1) At GTU, the only language classes are in Biblical Greek, Biblical Hebrew, Aramaic, and Spanish.** Students needing these classes are advised to study the course schedules carefully to determine where and when these courses are offered at the levels you need. In the past, some classes (Advanced Hebrew and Aramaic) have conflicted, making it necessary for some to take Aramaic at UCB; that course, however, strongly emphasizes comparative Semitics and assumes some background in the same. The GTU Aramaic course is offered only every other year.
- 2) At UCB, the courses in German, French, Spanish, Italian, etc., which are labeled "1G" or "2G," focus on developing reading/translating skills.** The G series courses may not be used to fulfill the language requirement through coursework, but may be helpful as preparation for the translation exam. If you plan to take 2G courses, you will need at least some knowledge of the language beforehand, which you can get either on your own or by taking a first-year undergraduate course. Unlike the "G" series courses, the undergraduate courses allow you to develop speaking and writing skills as well.

ROLE OF LINGUISTIC SKILLS FOR THE STUDY OF THEOLOGY

Without some linguistic skills, it is impossible to pursue academic theology in today's globalized world. Knowledge of various languages allows one to enter into different perspectives of theological thought that arise from differences of culture and philosophy.

The fostering of language skills is a responsibility of the various professors at GTU. Some professors teach at the doctoral level; many more teach at the master's level. The GTU Language Committee urges the GTU professors who teach MA courses to encourage students to use languages other than English. The need for students to use linguistic skills is essential whenever the theme of their thesis, in a central way, involves an author whose basic works are not in English, and/or whenever it appears that the student plans to move on to doctoral work. Professors are urged to encourage, at their discretion, MA students to use languages other than English in the normal work of their courses.

THE ORDINARY FORM OF LANGUAGE CERTIFICATION

The purpose of this examination is to certify competence in reading academic theological/religious research in a modern foreign language, to understand the language's basic structures and grammar, and to demonstrate an accurate understanding of key sentences in a discussion by means of a translation. Students will have a choice between two 600-word passages. Students will be asked to summarize the main ideas of the passage, with attention to the coherence of its discussion. This summary is intended to demonstrate **comprehension** not simply of what the passage is generally about (its topic), but what it says about the topic. In other words, it represents the level of comprehension required to be able to utilize the passage for research purposes: how would the student summarize the main points of the passage in a research paper

he/she was writing? Students will also be asked to **translate** 200 of the words in the passage they selected that are highlighted by the examiner, either a contiguous section of the passage, or several key sentences.

CHARACTERISTICS OF THE EXAMINATION FORMAT

The exam is graded pass/fail and is three hours long. Printed dictionaries may be used during the exam. Grammar and verb charts and personal notes are not allowed. Electronic devices, including electronic dictionaries and computers are also not allowed. GTU certifies proficiency in French, German, Italian, Spanish, and Modern Hebrew. GTU can also certify proficiency in other modern languages appropriate for a student's course of study upon request. The language exam is offered at a pre-arranged date and time every September, February, and May. Check the Extended Calendar (www.gtu.edu) for specific dates and times.

REGISTRATION FOR THE LANGUAGE EXAM

There is a \$10.00 fee per exam, payable by the students to the GTU office prior to the exam. Note that this certification, like other MA requirements, must be fulfilled while the student is registered. **You must register for the exam and pay the fee to the GTU Office Manager for Student Affairs (2465 LeConte Avenue, 3rd floor) no later than one week prior to the exam.** (For information on Biblical Greek and Hebrew exams, contact the Biblical Studies Area Convener.)

CRITERIA FOR EVALUATING THE LANGUAGE EXAMINATION

The GTU Modern Foreign Language Committee has established the following criteria to judge proficiency:

- **Accuracy of Translation:** Examiners are not looking for a polished translation, but expect to see that the student has adequately translated the selected text. Examiners are looking for an appropriate rendering of each word, proper spelling, and verb tenses. Free paraphrasing is not the same as accurate translation.

The verification of a student's ability to translate the selected text involves an understanding of the context, i.e., the theological issues which the text addresses. A rigidly literal translation can indicate that the student does not understand the context. Although the choice of a word or a phrase in the translation may be found in a dictionary, the theological context might disallow that particular choice. The examiner must determine, on the basis of the translated text, whether the student has understood, at least in a general way, the theological context of the text.

- **Accuracy of Comprehension:** As mentioned earlier, the summary of the entire 600-word passage is intended to demonstrate **comprehension** not simply of what the passage is generally about (its topic), but what it says about the topic. In other words, it represents the level of comprehension required to be able to utilize the passage for research purposes: how would the student summarize the main points of the passage in a research paper he/she was writing?
- **Completion of the Exam:** Any examination which is not completely translated is considered a fail. Students must complete the entire exam within the specified time frame. The exam must also be written in a legible form.
- **Evaluation of Errors:** Each language offered has one examiner from the GTU Modern Foreign Language Committee responsible for evaluation. The examiner will indicate on each

corrected examination the errors which she/he has found. **Students will fail if they make major errors. Major errors include:**

- a) Consistent failure to correctly understand or translate key grammatical structures of the language;
- b) A misconstrual of a sentence (or its grammar) that leads to a domino effect of other misunderstandings throughout the passage;
- c) A failure to grasp either a major point of the passage, or the author's justification of that point.

DETERMINATION OF FINAL GRADE

The pass/fail grade is determined on the basis of a cumulative judgment of all the errors as described above. Students who pass the exam will fulfill the GTU Modern Foreign Language Requirement and the "pass" will appear on their transcript.

The GTU Dean of Students records the exam result on the computer record, sends a letter notifying the student of the exam result, and sends a copy of the letter and the exam to the MA Program Coordinator to go in the student's file. Students may request a copy of their exam from the MA Program Coordinator.

MULTIPLE ATTEMPTS TO TAKE AND PASS A MODERN LANGUAGE EXAMINATION

Students are permitted to take a given language examination three times. A student may petition for a fourth try either on the basis of further and substantial study of the language, which must be documented; or on the basis that there were extraordinary conditions which caused the third failure. This, too, must be documented. Neither of these petition situations is pro forma. The Committee will consider each request on a case-by-case basis. If the request is rejected, the Committee will provide the student with the reasons for the rejection. The decision will be final.

REQUESTS BY STUDENTS NOT TO SUBMIT COMPLETED LANGUAGE EXAM

On occasion, a student may take a language exam but not wish to submit it for grading. Students may exercise this option with a language no more than two times. Ungraded exams are not counted as attempts. Following two ungraded attempts, a student must submit his/her exam for grading.

RECOURSE BY A STUDENT IN CASE OF FAILURE

A student may contest his/her grade within two weeks after receiving notice of grade. To do this, the student should contact the GTU Academic Secretary and make an appointment to see his/her graded exam. If the student then wishes to petition for reconsideration, he/she must submit in writing the reasons for contesting the grade to the Language Committee via the Academic Secretary. The Committee will assign a second examiner to review the exam, the first examiner's corrections and comments, and the student's petition. If the second examiner disagrees with the grade of the first examiner, a third examiner will be selected, who will review all the material and make a final judgment. The decision of the third examiner will favor either a retention of the grade (failure) or a change of grade (pass).

OFF-CAMPUS MODERN LANGUAGE TRANSLATION EXAMINATIONS

Off-campus modern foreign language examinations may be arranged on a case-by-case basis to accommodate students who live more than a day's journey from the GTU. The student must live a sufficient distance from the GTU to make it impossible to travel to the GTU, take the exam, and travel home in one day. The student must request approval for an off-site exam from the Dean of Students and comply with the following procedures:

- The student must take the examination on the same day that the general exam is scheduled for all GTU students. The student must register for the exam no later than one week prior to the exam and must pay the language exam fee (see "Graduate Theological Union: Tuition and Fees" on the GTU website for a list of fees).
- The student should arrange for someone, such as a librarian or faculty member, to proctor the examination. The student is responsible to set up a testing situation similar to that of GTU students taking the exam on campus.
- The GTU will send the exam to the proctor via email, fax or overnight mail in time for the examination.
- At the completion of the examination, the student may send a copy of the exam to the Academic Secretary via email or fax. He/she will return the hard copy of the exam to the proctor, who will make a copy, place the original work and appropriate passage in an envelope, seal it, and sign across the seal. The student will return this, along with a statement signed by the student and proctor that the agreed upon procedures had been followed, to the Academic Secretary via surface mail. The proctor should keep a copy of the exam on file in case the original translation is lost or damaged in transition.
- The exam will be graded by the appropriate examiner for that language along with all the other student exams.
- The student will be informed of the results via email.

ALTERNATIVE FORMS OF MODERN FOREIGN LANGUAGE CERTIFICATION

Students may use alternative methods to certify proficiency in a modern foreign language. Alternatives to the exam are limited and should be used infrequently. The Language Committee determines whether or not an alternative approach is appropriate for certification. Students must submit a request via email to the Committee for approval (via the Dean of Students). If official record of this work is not in the student's GTU academic file, the student must secure and submit documentation (e.g., for coursework, an official transcript is required). The Committee has identified two alternative forms of language certification which students may use in lieu of the translation exam. **Students must petition to use these methods; approval is not pro forma.**

- **Graduate studies in a foreign language:** If a student matriculated as a graduate student in a foreign university in which the requested language of certification was used for both lectures and written work, and the student received a B grade or equivalent for a minimum of one full-time semester, he/she may petition the Committee to accept this work in lieu of the ordinary GTU exam.
- **Undergraduate studies in a foreign language:** If, within the past five years, a student studied a language at the undergraduate level for four semesters or the equivalent and received in the fourth semester a B or better grade, he/she can petition the Committee to accept this work in lieu of the ordinary GTU exam. The request should also include evidence that the student continues to use the language.

LANGUAGE CERTIFICATION FOR CJS-MA STUDENTS

Common MA students affiliated with the Center for Jewish Studies certify their proficiency in Hebrew by successfully completing two Hebrew reading or grammar courses. This requirement is confirmed as fulfilled by petitioning the Director of the Center for Jewish Studies. The petition, in the form of letter to the Center for Jewish Studies Director, must include a transcript to show that the coursework has been completed. Once the Center for Jewish Studies Director authorizes completion of the coursework and that it fulfills the requirement with her/his signature on the original petition, the student provides the transcript and signed petition to the Academic Secretary. The Academic Secretary will then complete the process of language certification.

EXCEPTIONS TO STANDARD EXAMINATION REQUIREMENTS

- 1) **Accommodations for Medical Reasons or Diagnosed Learning Disability:** If a student requires special accommodations or arrangements for taking language examinations because of a medical problem or diagnosed learning disability, the student should request a physician or appropriate medical professional to supply the GTU with a statement specifying the specific limitation for which accommodation must be made. The letter or statement from the physician should include an address and phone number so that the GTU Student Affairs Office may make further inquiries in trying to design an appropriate accommodation. The medical statement need not include a specific diagnosis of illness as long as it specifies the disability or limitation which will have to be taken into account in designing an appropriate examination structure/environment for the student. The medical information is confidential, and will not be included in the student's permanent file. Its purpose is merely to assist in the design of an appropriate method for examining the student.
- 2) **Exceptions for Non-native Speakers of English:** Non-native speakers of English may be allowed up to 50% additional time to write their examinations. The degree of time extension should be based on the student's facility in English. The purpose of this extension is to remove or lessen the disadvantage of non-native speakers having to write lengthy examinations in a foreign tongue.

PROCEDURES FOR NON-NATIVE SPEAKERS TO CERTIFY ENGLISH AS A MODERN FOREIGN LANGUAGE

MA students whose native language is not English may certify proficiency in English by means of the TOEFL. The GTU Dean of Students surveys the TOEFL scores of incoming international students during their first semester. Scores of 550 (written) or 213 (computer) or higher qualify students to certify proficiency in English as their Modern Foreign Language. The Dean of Students will send a letter to the student (with a copy to the GTU Dean's office, the Dean and Registrar of the School of Affiliation, and the student's advisor) notifying them of the certification.

Students may also certify primary proficiency in English by submitting a term paper of at least 20 pages in length written for a GTU course to the Dean of the School of Affiliation, along with a written evaluation of the student's written and spoken English language abilities by the faculty member who taught the course. The student should attach a letter to the paper requesting an evaluation of their English skills. The Dean of the School of Affiliation will judge the student's proficiency in written English and may also require a conversation. The Dean of the School of Affiliation will notify the GTU Dean of Students in writing that the student is proficient in English.

Criteria for determining proficiency will include the following: correct use of English grammar and idioms; correct sentence structure and appropriate division into paragraphs; smooth rhetorical flow; accurate spelling; proper form for documentation.

CERTIFICATION

Students receive confirmation of language certification via email, with copies sent to the student's advisor and the GTU Consortial Registrar, and a copy placed in the student's file. Language certification is noted on the transcript. If certification is not listed on the grade report or transcript and ought to be, students should see the Academic Secretary immediately.

C. SPECIAL CONCENTRATIONS IN THE GTU COMMON MA PROGRAM

1. MA IN BIBLICAL LANGUAGES

The MA in Biblical Languages is a specialization within the GTU Common MA Program. Hence, the policies governing the Common MA normally apply to the MA in Biblical Languages. This section provides a general introduction to the MA in Biblical Languages and outlines requirements unique to this degree.

NOTE: The MA Biblical Languages Coordinator certifies fulfillment of the additional/alternative requirements; the GTU Dean's Office certifies completion of the general requirements on the MA in Biblical Languages Program Checklist.

a. INTRODUCTION

The Biblical Languages concentration is designed especially for highly qualified persons planning to pursue doctoral work in Biblical Studies. The program is also well suited to those students desiring a terminal degree with a concentration in the biblical languages and a firm background in Biblical Studies.

Although the Biblical Languages is designed to prepare students for doctoral work in Biblical Studies, successful completion of the MA in Biblical Languages does not guarantee admission to the PhD or ThD programs of the GTU. The policies of the GTU Common MA apply to persons in the MA in Biblical Languages except as stipulated in this Protocol.

b. APPLICATION AND ADMISSION

Admissions requirements to the MA in Biblical Languages are the same as for the Common MA, with the exception that applicants to the MA in Biblical Languages are expected to have some undergraduate preparation in Biblical Studies – minimally, six semester units of introductory courses in Biblical Studies. Students admitted without this minimal background must enroll in Old and New Testament introductory courses in their first year at the GTU. These units do not count toward graduation requirements. A determination on this issue will be made by the Coordinator of the MA in Biblical Languages program normally at the time of acceptance and communicated to the student and their Member School dean and advisor subsequent to admission.

The Coordinator of the MA in Biblical Languages will also determine whether admitted students have sufficient background in theology at the undergraduate level or through another graduate degree in theology for the degree requirement for coursework outside of Biblical Studies to be waived (see below). A determination on this issue will be made by the MA Biblical Languages Coordinator normally at the time of acceptance and communicated to the student and their Member School dean and advisor subsequent to admission. The total number of units required remains constant.

Student applications are reviewed by their respective, proposed Schools of Affiliation, Biblical Studies faculty, and the GTU Admissions Committee. Persons who are not accepted to the MA in Biblical Languages degree program may be recommended for admission to the Common MA in Biblical Studies.

c. ADVISING

Students in the MA in Biblical Languages are assigned advisors in their Schools of Affiliation. In addition, the Coordinator of the MA in Biblical Languages program is available for consultation.

d. COURSEWORK

Language Requirements: MA students with the Biblical Languages concentration are expected to make progress in at least three languages, two classical and one modern. Students are expected to enroll in at least 12 units of coursework for their Major Biblical Language (either Greek or Hebrew); and six units of coursework in their Minor Biblical Language (again, either Greek or Hebrew). In order to meet the language requirement for graduation, the student must maintain at least a B+ average or, through taking the Language Examination offered through the Biblical Studies Area, achieve secondary proficiency in the examination. Students entering the program without previous work in Greek are encouraged to take their first year in the Classics Department at the University of California at Berkeley.

Students with previous, recent language work in Biblical Hebrew or Greek may achieve advanced standing in order to move into more advanced language instruction or to enroll in additional coursework. A determination on this issue will be made by the Coordinator of the MA in Biblical Languages program normally at the time of acceptance and communicated to the student and their Member School dean and advisor subsequent to admission. If a language examination is required, the student will follow the appropriate procedure as outlined in the MA in Biblical Languages section of the Biblical Studies Information Sheet on Biblical Languages (available in the Academic Secretary's office).

Students are also expected to demonstrate proficiency in at least one modern language—French, German, or Spanish; or, for international students whose first language is not English, English. Modern language examinations are offered through the GTU on a regular basis.

Coursework in Biblical Studies: Students are expected to take at least 18 units of coursework in Biblical Studies at the intermediate and advanced levels (i.e., courses numbered 2000-5000). These courses should be distributed across at least two of the three major blocks of literature in each Testament (Law, Writings, Prophets; Gospels and Acts, Pauline Writings, Johannine Literature and General Epistles); and include at least two seminar courses that require major research essays. Although students may (and may be required to) take introductory courses in Old and New Testaments, these do not count toward graduation requirements.

Coursework Outside of Biblical Studies: Students are expected to take at least 12 units of coursework in other disciplines, normally from the Areas of History, Theology, and Ethics. However, if a student enters with significant background in theology at the undergraduate level or through another graduate degree in theology, these units may be directed toward collateral disciplines offering integrative possibilities with Biblical Studies (e.g., philosophical hermeneutics, social sciences, rhetoric, etc.).

e. ORAL EXAMINATION

The completion of the MA in Biblical Languages is marked by an oral examination oriented around the student's overall academic work in the program and a major research essay provided

by the student for this purpose. The **Exam Committee** consists of the student's advisor and one other GTU faculty in Biblical Studies, outside the student's School of Affiliation; the second examiner should be someone already familiar with the student's work and is selected by the student's advisor in consultation with the student.

In the year of anticipated graduation, at least 90 days prior to the date of the examination, the **Exam Committee** should be officially formed by submitting a "Request to Form Thesis/Exam Committee" form, signed by exam committee members and the MA Biblical Languages Coordinator, to the GTU Dean's Office, and the student should submit to both of its members a major integrative research essay (i.e., 25-35 pages in length) written for advanced coursework in Biblical Studies. By the thesis-filing deadline in the appropriate semester (see the Extended Calendar), the Exam Committee should have met with the student for approximately 30 minutes of oral examination concerning the student's work in the program. The forms by which students signal their intent to complete the program (including the "Intent to Graduate" form) are available from the MA Program Coordinator at the GTU Dean's Office. **The filing fee for MA students in Biblical Languages is \$50.**

2. MA IN BUDDHIST STUDIES

The program requirements for the MA with a concentration in Buddhist Studies follow those of the general GTU Common MA requirements plus nine courses in Buddhism, three of which are required, and six are electives. Required courses are [HRHS 1515](#), [HRHS 1518](#), and [HRPH 1614](#). The nine courses in Buddhism are taken in lieu of the usual four "Area of Concentration" courses required of other MA students. Students are not required to take all nine courses in Buddhism at the Institute of Buddhist Studies.

Students concentrating in Buddhist Studies may fulfill the Course Distribution requirement in Biblical Studies with the following courses instead of those in Old Testament, New Testament, or Biblical Studies, if desired: [HR 3017](#) (Readings in Mahayana Texts), [HR 4566](#) (Works of Shinran, I), [HR 4567](#) (Works of Shinran, II), [HR 4568](#) (Works of Shinran, III), or Shin Buddhist Texts including [HR 3070](#) (Modern Japanese), [HR 3072](#) (Classical Japanese I), and [HR 3073](#) (Classical Japanese II).

The IBS Director certifies fulfillment of the additional requirements and the GTU Dean's Office certifies completion of the general requirements on the same Program Checklist.

The Institute of Buddhist Studies is considered the student's School of Affiliation, and the Director is considered the Dean.

3. MA IN JEWISH STUDIES

The MA with a concentration in Jewish Studies is offered by the GTU's faculty in Jewish Studies. The focus is on the history of Jewish thought and spirituality. Jewish/Non-Jewish dialogue is an implicit part of the program, so that the unique environment of the GTU contributes to, and at the same time benefits from such exchanges.

The Center for Jewish Studies is considered the student's School of Affiliation, and the Director is considered the Dean. The CJS Director certifies fulfillment of the special CJS requirements and the GTU Dean's Office certifies completion of the general requirements on the Program Checklist.

The Council of Deans approved the following changes in the CJS MA student requirements at its April 30, 2003 meeting. These revised requirements will apply to incoming students in the fall of 2003 and thereafter.

Sixteen courses shall be taken, two of which are thesis courses. The 14 non-thesis courses should be distributed as follows: 1) one course in a tradition other than Judaism; 2) two courses in the history of Jewish thought covering the major periods of Jewish history; 3) one course in each of the following periods of Jewish history: Biblical, Rabbinic, Medieval, and Modern; 4) two courses in Hebrew grammar or reading, at the beginning, intermediate or advanced level. The Hebrew language (grammar or reading) requirement may be fulfilled simultaneously with the other requirements; thus a course in medieval Jewish history with readings in Hebrew satisfies both the medieval requirement and one of the two Hebrew requirements.

Once the two courses in Hebrew grammar or reading are completed, the student is eligible to proceed with forming their Thesis Committee. (This is in lieu of the requirement of certifying proficiency in a modern foreign language by examination.)

Jewish Studies students are permitted to form a Thesis Committee with the Coordinator from CJS, a second reader from UC Berkeley, and a third reader from CJS.

4. MA IN ORTHODOX CHRISTIAN STUDIES

The MA in Orthodox Christian Studies allows for focused study of the history, theology, liturgy, spirituality, and praxis of the Orthodox Christian tradition from its origins to the present day. It is not designed to prepare a student for ordained ministry within the Orthodox Church. The purposes of the MA in Orthodox Christian Studies are:

1. to explore and to enrich one's knowledge and understandings of the Eastern Orthodox Church;
2. to provide an academic structure for sustained inquiry into the theology of the Eastern Orthodox Church;
3. to provide a theological foundation for service and leadership within an Orthodox parish or diocesan ministry;
4. to prepare students for academic study at the doctoral level.

The MA in Orthodox Christian Studies is structured to take advantage of the ecumenical and interfaith environment of the Graduate Theological Union. You will study alongside other students from many different faith traditions, thus strengthening your ability to communicate Orthodox Christianity to others and to reflect upon Orthodox Christianity from the perspectives of others. This will prepare you for future engagement with the multi-religious and multi-cultural contexts in which the Orthodox Church finds itself.

PROGRAM REQUIREMENTS

The program requirements follow those of the GTU Common MA, with additional stipulations. For details about the Common MA of the Graduate Theological Union and issues not covered by this description please consult the GTU Catalog (www.gtu.edu).

COURSES

Fourteen full courses (42 units) are required, at least five of which shall be offered by faculty associated with the PAOI, and five offered by faculty from GTU member schools. Students must take one course each in Biblical Studies, History, Theology, and Ethics. Eight courses (24 units) in Orthodox Christian Studies are required for the degree. In the specialized MA, the courses are distributed as follows:

- Orthodox Christianity: History and Theology

- Orthodox Christian Spirituality
- One course in each of the following: History, Liturgy, Theology, and Patristics (may be fulfilled simultaneously with the general distribution)
- Two additional courses in an area of specialization (History, Liturgy, Spirituality, Theology, or Patristics)

Courses taught by GTU faculty that fulfill requirements for this degree will be identified on an annual basis. Courses taught by University of California at Berkeley that will fulfill requirements for this degree will also be identified. MA students may cross-register for one course per semester at the University of California at Berkeley.

LANGUAGE

A student must demonstrate proficiency in at least one language helpful to the study of Eastern Christianity (French, German, modern Greek, Russian, Church Slavonic, Serbian, Arabic, Coptic, et al) and the thesis topic of the student.

D. CONCURRENT MA/MDIV PROGRAMS

For students desiring a combination of academic and professional programs, the following Member Schools offer the opportunity to pursue concurrent Master of Arts and Master of Divinity programs: ABSW, CDSP, DSPT, FST, JSTB, PLTS, PSR, SFTS, and SKSM. These schools administer the MDiv program, while the MA is governed by the policies of the GTU Common MA Program. Concurrent MA/MDiv programs involve application to and matriculation through **two separate programs**, and successful completion results in two separate degrees.

1. ADMISSION AND MATRICULATION

A Common MA student wishing to enroll in concurrent MA and MDiv programs applies to the MDiv program through the Admissions Office of their School of Affiliation. This process is completely separate from admission to the MA Program, and requires all original documentation (transcripts, etc.). Likewise, an MDiv student wishing to enroll in concurrent programs must apply to the MA Program through the GTU Admissions Office. The School offering the MDiv program is also the student's School of Affiliation. A new student may apply to both at once, then defer the MA Program up to two years while working on the MDiv.

Matriculation in concurrent MA/MDiv programs can be done sequentially (first the MDiv and then the MA), or concurrently. **However, a student must apply and be admitted to the second program before completing the requirements of the first.** Functional theology coursework, required for the MDiv and not applicable to the MA, is ideally taken while the student is registered for the MDiv.

2. UNITS REQUIRED

ATS standards require concurrent MA/MDiv programs to comprise no fewer than 24 units (one academic year) above and beyond the requirements of the School's MDiv program. MDiv degree requirements vary from school to school, ranging from 72 to 121 units. The Common MA Program requires a total of 48 units. These 48 units must meet Common MA standards to count toward the MA (see "Program Requirements" section). ATS also requires no fewer than four total years of full-time coursework (a minimum of 96 units; more depending on the School's MDiv requirements) for completion of concurrent MA/MDiv programs. The School of Affiliation certifies which courses may be counted toward the MDiv.

School	MDiv units required	MA units required	Total units required
ABSW	78	24	102
CDSP	<i>check with school</i>	24	
DSPT	85.5	24	109.5
DSPT MDiv + <i>Complimentary Curriculum</i>	100.5	24	124.5
FST	96	24	120
JSTB	81	24	105
PLTS <i>ordination-track</i>	131.5 to 143.5	24	155.5 to 167.5
PLTS <i>non-ordination track</i>	96 to 100	24	120 to 124
PSR <i>beginning before fall '04</i>	72	24	96
PSR <i>beginning fall '04 or later</i>	81	24	105
SFTS <i>beginning before fall '05</i>	72	24	96
SFTS <i>beginning fall '05 or later</i>	81	24	105
SKSM	90	24	114

3. TUITION

Since the completion of concurrent MA/MDiv programs requires no fewer than four years of full-time study, students pay two years of full MA tuition and a minimum of two years of full MDiv tuition. If a student has not completed both programs after paying 48 units of MA tuition and all MDiv fees (which may exceed two years), **he/she pays MA continuing fees for further work.** (See "Continuing Registration" under the Registration heading for further information.)

4. CERTIFICATION OF REQUIREMENTS

The MA Program Coordinator certifies fulfillment of the MA requirements (on MA Program Checklist) and checks that the student has the correct number of units required to receive both degrees (MDiv units + 24 additional units). The School of Affiliation certifies completion of MDiv requirements.

5. WITHDRAWAL FROM MDIV

If a student decides to withdraw from the MDiv program, and complete the MA only, he/she may submit a Petition to Transfer Coursework form to transfer courses completed in the MDiv program into the MA Program. Only three-unit, academic courses with a B- or higher grade may be transferred into the MA Program. The Dean of the School determines what courses may be counted toward MA requirements and how many of the transferred units (24 to 36 maximum) may be applied to the 48-unit MA tuition/residency requirement.

6. TRANSCRIPTS

While in concurrent programs, the student has one transcript listing all coursework completed for both programs. Upon graduation, the student has two transcripts with the same information, one conferring the MA and one the MDiv. Requests for MDiv transcripts go to the Member School; requests for MA transcripts go to the GTU Consortial Registrar.

The transcripts state: "Master of (Divinity/ Arts) degree granted on (date) by (School/GTU) concurrently with (MA/MDiv) from (GTU/School) according to the rubrics set for concurrent degrees by the Association of Theological Schools in the United States and Canada."

7. DIPLOMAS

There is a separate diploma for each degree. The MDiv degree is conferred at the Commencement ceremony at the School; the MA degree may be conferred at either Commencement, the School 's or the GTU's.

E. CONCURRENT MA PROGRAMS AT GTU AND DSPT

It is possible for qualified students enrolled in the GTU Common MA to enroll concurrently in the DSPT MA program in Philosophy. A detailed protocol for the program is available from the DSPT Dean's Office.

Requirements

- I. Sixty-three units distributed as follows:
 - A. Eighteen academic courses (54 units).

Eight of these courses must be from the philosophy courses that are required by the DSPT MA in philosophy and 10 courses from those required for the GTU Common MA in theology (four of the former courses are "double counted" as electives for the GTU Common MA in theology). Any philosophy courses required as prerequisites by the DSPT Admissions Committee for the MA in philosophy cannot be counted for the MA in theology.
 - B. Nine units of MA 5000: In Thesis. Three of these units are "double counted" for both programs.
- II. Certification of one modern language (see section on language certification, page 8).
- III. A thesis of about 120 pages.

The student submits the "Petition for Consideration of an MA Thesis" to the DSPT Department of Philosophy in the usual manner. After the petition is approved by the Department, the student completes the "Master of Arts Thesis Committee Request" form for the GTU Common MA, obtains the signatures of the Deans of GTU and DSPT and files the Request with the GTU Dean's Office.
- IV. An oral defense of the thesis, not to exceed two hours, before the three-member committee.
- V. Tuition.

During the first two full-time years in the program, the student pays the full four-semester tuition residency for the Common MA. When this tuition residency has been fulfilled, the student then pays the DSPT per-unit tuition for the remaining 15 units required for the program, plus any additional tuition necessary to cover prerequisites that may be required for the degree. After all unit requirements have been completed (54 units of coursework, 9 units of "in thesis" and any philosophy prerequisites required by the DSPT Admissions Committee), the student then pays continuing tuition under the DSPT tuition schedule for the MA in philosophy until the thesis is successfully defended.
- VI. In no case may the two degrees be finished in fewer than six semesters – with four full-time semesters (@ 12 units each) taken at Common MA tuition, plus 15 additional units taken over the last two semesters at DSPT tuition.

F. CONCURRENT MA AND PROFESSIONAL DEGREE PROGRAMS AT GTU AND FST

FST students who are enrolled in the professional degree program, Master of Arts in Ministry for a Multicultural Church (MAMC), may concurrently complete the GTU MA. A detailed protocol for the MAMC is available from the FST Dean's Office.

Requirements

- Students will be required to complete two semesters of full-time study (12 units each semester) in the MAMC Program before pursuing the GTU-MA (paying FST tuition).
- The two degrees must be completed in no less than six (6) semesters and no more than twelve (12) semesters.
- Four full-time semesters (12 units each semester) of GTU-MA course and thesis work are required (paying GTU-MA tuition).
- A minimum of seventy-two (72) credits are required to complete both degree programs. No more than 24 credits may be transferred between programs, and no more than 36 credits (or half of the credits required) may be granted on the basis of transfer of credits (from another institution).

III. GETTING STARTED

A. TRANSFER OF COURSEWORK

If your transfer of coursework was not done during the admissions process, a Petition to Transfer Coursework form should be submitted before or during your first semester in the GTU Common MA Program. Courses to be transferred must appear on official transcripts from the institutions where they were taken. These transcripts will be found in your official GTU file, if received during the admissions process – if not, you must provide them.

Complete the Petition to Transfer Coursework form with courses to be transferred, the type of transfer desired, the signature of the Dean of your School of Affiliation approving the transfer, and your signature, and submit the completed form to the GTU Dean's Office for your official GTU file. A copy will be sent to the GTU Consortial Registrar (with transcripts, if needed), who will apply the courses to your GTU transcript, and to your School of Affiliation.

1. TRANSFER OF CREDIT

Courses that were not used toward a previous degree which are academically appropriate (see details below) for the GTU Common MA may be petitioned for transfer of credit. Transferred courses are entered on the student's GTU transcript for the Common MA Program and become part of the permanent record.

Transfer of credit is limited to 12 units from a School outside the GTU, and 24 units (up to 36 units, at the discretion of the School) from a School within the GTU. **The maximum number of transfer units is 36 units total.** Students should declare their intent to apply for admission to the GTU Common MA Program before completing their second semester of work in another program, so they may be advised about transfer of credit.

Courses eligible for transfer credit fall into three categories: 1) courses taken as a special student or non-degree student; 2) courses taken above and beyond any degree requirements; 3) courses taken for a degree program which the student did not and will not complete. If the courses were taken while a student was in a degree program, their eligibility for transfer based on the above-stated criteria needs to be explicitly addressed.

The courses to be transferred must be academic courses in theology or closely related fields. The student must supply documentation about course requirements. Academic courses should have a substantial reading list, and substantial written assignments and/or examinations. Professional or practical ministry courses are not transferable into the Common MA Program. Courses must be the equivalent of three academic units. 1.5 unit courses may not be counted towards the MA degree. In rare exceptions, two 1.5-unit courses in the same area of study can be combined if and only if it is documented that the amount of reading and written work was comparable to a three-unit academic course. The Dean of the School of Affiliation may request additional information (syllabus or written work) to verify eligibility for transfer.

2. ADVANCED STANDING

Advanced Standing applies previous academic work to Distribution or Area of Concentration requirements. Advanced standing alone only applies a course to a specified requirement; it does not transfer coursework onto the transcript or apply units toward the Tuition/Residency requirement.

3. TUITION/RESIDENCY REQUIREMENT

The Tuition/Residency requirement is 48 units at full MA tuition. Only courses taken within the GTU (up to 24 units, or a maximum of 36 units at the discretion of the School of Affiliation) may be applied toward this requirement. Although the GTU sets tuition rates for the GTU MA, the fee policy should be checked with the School of Affiliation. **In the case of a transfer of more than 12 units of coursework**, the **School of Affiliation** must certify that: (1) the student had declared their intention to apply for admission to the GTU Common MA Program before the second semester advising was done; and (2) the student was advised about transfer of coursework on the basis of that intention.

Once the Tuition/Residency requirement is fulfilled, students enrolling in additional courses pay the MA **continuing fee**, a flat fee calculated at one-half of full (12 units) tuition. Part-time status is not available once students are paying continuing fees.

B. FINANCIAL AID

GTU Master of Arts students are jointly enrolled at a School of Affiliation and at the GTU. MA students pay their tuition/continuing fees to their Schools of Affiliation. Jewish Studies students pay their tuition/fees directly to the GTU. Financial aid support comes from the school to which tuition is paid. The GTU Financial Aid Office, located on the top floor of 2465 LeConte, administers the financial aid services for eight of the nine Member Schools (all except SFTS), the Center for Jewish Studies, the Institute for Buddhist Studies, and the Patriarch Athenagoras Orthodox Institute. Any questions about financial aid can be directed to the GTU Financial Aid Office, except for students affiliated with SFTS who should contact the SFTS Financial Aid Office.

1. TYPES OF FUNDING AVAILABLE

The School of Affiliation awards all grant-in-aid, school scholarships, work-study, and federal loans. Federal loans are disbursed through the School of Affiliation. Total financial aid awards, including loans, cannot exceed the total cost of education as determined by the Financial Aid Office.

a) School-Based Grants and Scholarships

The GTU and its Member Schools offer grants and scholarships for students paying tuition at their school. Students affiliated with ABSW, CDSP, FST, CJS, PAOI, PLTS, and PSR, apply for school-based grants and scholarships through the GTU Financial Aid Office. Each school has its own priority deadline and it is the responsibility of students to apply each year by the priority deadline for their school. Students affiliated with DSPT, JSTB, SKSM, and SFTS, should contact their schools for grant/scholarship application information.

b) Federal Stafford Student Loans

The GTU and its Member Schools participate in the federal Stafford loan program. Student eligibility for Stafford loans is determined annually and is based on student eligibility, the amounts of grant or scholarship funding and outside assistance, and satisfactory academic progress. Students who currently have a federal student loan in default status are not eligible to receive federal loans until the default is resolved.

Eligibility for the **Subsidized Stafford** loan program is based on financial need which is determined through federal methodology. The maximum amount an eligible student may borrow per year is \$8,500. Interest is paid by the federal government while the borrower is enrolled at least half-time in a degree or certificate program and during the grace period, the six-month period after a student graduates, leaves school, or drops below half-time enrollment. Loans disbursed after July 1, 2006, will have a fixed 6.8% interest rate. The interest rate on a subsidized Stafford loan disbursed after July 1, 2006, is 6.8%. Loans

borrowed prior to July 1, 2006, have a variable interest rate that is adjusted every July 1 and will not exceed 8.25%.

Eligibility for the **Unsubsidized Stafford** loan program is not based on need. The maximum amount a student may be eligible to borrow per year is \$18,500 minus any subsidized Stafford loan eligibility. Interest begins to accrue on an unsubsidized loan at the time of disbursement – the interest is not paid by the government. The interest rate on an unsubsidized Stafford loan disbursed after July 1, 2006, is 6.8%. The interest rate on an unsubsidized loan borrowed prior to July 1, 2006, is variable and subject to the same 8.25% ceiling as a subsidized loan. Interest payments may be deferred while the student is enrolled at least half-time. Accrued interest will be added to the principle balance after the student graduates, leaves school, or drops below half-time enrollment.

c) Federal Work-Study

The Students at CDSP, PLTS, PSR, and SKSM, can apply for federal work-study through the GTU Financial Aid Office. Federal Work-Study (FWS) may be available to those who demonstrate financial need based on federal methodology. A Federal Work-Study award may be used for on-campus employment at the Affiliate School, at the GTU Library, or off campus with a non-profit employer. Students from schools not listed above must contact their Affiliate School regarding student employment opportunities.

d) Private Grants and Scholarships

Information regarding outside grants and scholarships is available in the financial aid pages of the GTU website at www.gtu.edu. Students may search for scholarships online and can subscribe to the GTU Scholarship Listserv, a monthly update of current scholarship, fellowship, and grant opportunities. The listserv is a service of the Office of Financial Aid. Students may subscribe by writing to finaid@gtu.edu.

e) Veterans Administration Benefits

The GTU Consortial Registrar is the certifying official for Veterans Benefits. Students with previous graduate level coursework/training in the program to be pursued will be evaluated upon enrollment and given appropriate credit. Evaluation will be based upon review of academic transcripts. Credit allowed will be recorded in enrollment records, and the length of the program shortened proportionately. In addition, the student and the Department of Veteran's Affairs shall be notified. (Note: All prior graduate level coursework and training will be evaluated.) Upon completion of the course of study a degree will be conferred.

2. ACADEMIC STANDARDS FOR FINANCIAL AID

The federal government requires that there be a report on Satisfactory Academic Progress for all students receiving any federal assistance (loans and work study). Federal standards require that our measures be quantitative as well as qualitative and include certification of completion of work within a maximum time frame.

Students must maintain satisfactory academic progress in order to qualify for financial aid. MA students must maintain an overall GPA of B (3.0) and be making acceptable progress in the completion of their program in order to be eligible for financial aid. If the MA student's GPA falls below 3.0, the student will be notified that it must be brought back up by the end of the following semester. If the overall GPA has not been raised to a 3.0 by the end of the next semester, the student will not be eligible for any additional financial aid.

Additionally, full-time MA students are expected to complete the program within the following maximum time periods (excluding leaves of absence):

MA	8 semesters
MDiv/MA	12 semesters

An Incomplete (I) grade must be made up within three weeks of the end of the current semester. Faculty must turn in the grade three weeks after the work has been turned in to them. If no grade is turned in by the end of the sixth week after the semester ends, **the "I" will automatically change to a grade of "F"** and will not count toward graduation requirements. If the Incomplete is not made up during the seventh week after the end of the semester, the appropriate forms for students with veteran's benefits will be sent to the VA correcting the previous semester's load.

A review of special circumstances may be requested by the student. The Financial Aid Director alone or the student's advisor and/or Dean of School of Affiliation may decide to restore eligibility, noting the reasons for doing so in the student's financial aid file. We have developed a policy for assessment of progress for financial aid. This policy has been designed to be generous, but there may still be cases in which we place students on Financial Aid Probation due to a lack of satisfactory progress.

3. APPLICATION FORMS AND DEADLINES

Students must apply for financial aid each year and financial aid eligibility is re-evaluated each year (SFTS students should contact the SFTS Financial Aid Office for information on SFTS application processes and deadlines). Financial Aid Application forms are available online in the Financial Aid pages of www.gtu.edu beginning in mid-December of each year. More detailed information regarding financial aid policies and procedures is also available at www.gtu.edu, including the current priority deadlines for all Affiliate Schools. Students at DSPT, JSTB, SFTS, and SKSM should contact their schools of affiliation for school-based grant/scholarship applications and deadlines.

Students who apply after their school's priority deadline may still be eligible to receive Stafford Loans. However, while late applicants who are interested in other types of aid can submit applications after the priority deadline, their eligibility for other types of aid may be limited by the lateness of their application.

U. S. CITIZENS AND ELIGIBLE NON-CITIZENS

Domestic applicants for federal aid must submit a Free Application for Federal Student Aid (FAFSA) to the federal processor and a Financial Aid Supplement to the GTU Financial Aid Office, postmarked by the designated deadline for priority funding consideration. Members of Religious Orders interested in federal aid must also submit a letter indicating financial support from their Superior. Please note that members of religious orders who receive subsistence support are not eligible for Subsidized Stafford loans. For more information please contact the GTU Financial Aid Office.

INTERNATIONAL STUDENTS

International students affiliated with ABSW, CDSP, CJS, FST, PAOI, PLTS and PSR can apply for grants through the GTU Financial Aid Office by completing the Financial Aid Supplement postmarked by their school's priority deadline for priority funding consideration. International students affiliated with DSPT, JSTB, SFTS, and SKSM should consult their School of Affiliation for information on financial assistance. International students are not eligible for federal loans or Federal Work-Study.

The GTU does not discriminate on the basis of race, color, national or ethnic origin, religious affiliation, age, gender, sexual orientation, or handicap in administering its financial aid programs.

4. PROCEDURES FOR RECEIVING FEDERAL LOAN PROCEEDS

- a) If you are receiving a federal loan, you must complete all necessary paperwork with the Financial Aid Office. First-time Stafford borrowers at the GTU must also complete a Stafford Loan entrance interview. Information about these interviews will have been provided to you by the Financial Aid Office. Exit interviews are required of all students in their last semester of registration or if they drop below half-time enrollment at any point in the program.
- b) Loan proceeds are received at the beginning of the fall and spring terms and are processed through the Financial Aid Office and then forwarded to the Member Schools. Students should contact the Business Office at their School of Affiliation (for MA Students affiliated with CJS, contact the GTU Business Office) to sign or pick up their checks.
- c) A hold placed on your registration will result in your loan funds being cancelled or returned to the lender.

5. GENERAL POLICIES GUIDING THE OFFICE OF FINANCIAL AID

The Financial Aid Committee and the Office of the GTU Dean have developed the following operating policies for the Office of Financial Aid. The Financial Aid Director and staff adhere to the policies and those rules and regulations dictated by the federal government.

- a) Students who meet published application deadlines have priority over late applicants. Late applicants will be evaluated on a case-by-case basis as funds allow. Because financial aid funds are fully allocated in initial awarding, there will normally be no grants or work-study available to late applicants.
- b) Full-time enrollment is 12 units or more per semester. Half-time enrollment is six units per semester.
- c) Full-time students who drop to half-time or three-quarters status will have their grant-in-aid reduced in proportion to the reduction of their tuition charge. Federal Work-Study and Federal Stafford Student Loans will be reduced as required by federal law.
- d) Students enrolled less than half-time are **not** eligible to receive any financial aid.
- e) Students enrolled in summer School are **not** eligible to receive financial aid for summer coursework.
- f) Students receiving funds from non-GTU sources will **not** have their grants reduced **except in cases where total need is exceeded**.
- g) Members of religious orders are eligible to receive grants or scholarships and Federal Unsubsidized Stafford Loans. They are ineligible to receive Federal Work-Study or Federal Subsidized Stafford Loans.
- h) Annual awards will be disbursed equally between the fall and the spring semesters.

6. REFUND/REPAYMENT OF FEDERAL AID

GTU adheres to federal regulations with regard to repayment of Stafford Loan proceeds to the student's lender. Therefore, if you should withdraw from School or drop below at least half-time status during any period in which you are receiving a student loan, a portion of any refund due you from the School must be returned to your lender. If you are considering dropping below half-time, contact the Financial Aid Office immediately to discuss the ramifications of this change in enrollment.

7. DEFERMENT OF PRIOR STUDENT LOANS

To defer prior student loans, students must be enrolled at least half-time. Students should make sure that their lenders are aware of their proper enrollment status by contacting them regarding any enrollment changes. Each Affiliate School submits current enrollment information to the National Student Loan Clearinghouse each term. This information is accessible to major lenders and loan servicers but there is a time lag in reporting so lenders may not receive updated information until mid-semester. Perkins loans typically require the completion of a deferment form, available from the school that issued the Perkins loan. To ensure your lender is aware of your current status, be sure to respond to any mail directed from your lender/servicer. It is your responsibility to verify deferment procedures with your lender(s) and to comply with your lender(s) deadlines to avoid defaulting on your loans. Likewise it is your responsibility to give the appropriate deferment forms to the Registrar in a timely manner, along with an appropriately addressed mailing envelope for each form.

C. STUDENT HEALTH INSURANCE

The GTU is developing new student health insurance options for students. More information about the plan is forthcoming.

D. REGISTRATION

1. GENERAL POLICIES AND PROCEDURES

MA students must **register** by the General Registration deadline published in the Extended Calendar **OR** request part-time status, request a leave of absence, or formally withdraw from the program before the end of the General Registration deadline. (See the appropriate handbook section for the policy and instructions on each of these options.) Late fees will apply after the General Registration deadline. MA students who do not register, take a leave of absence, withdraw, or respond to inquiries from their School of Affiliation regarding their status in the program will be terminated. A student whose program has been terminated may petition for reinstatement within two years. This process will be the same as for withdrawn students, but if reinstated, terminated students pay a reinstatement fee of \$150 and may be liable for intervening tuition, up to 100%.

The GTU Master Course Schedule, available in April for Early Registration for the next academic year (in paper and on the GTU website), is the most important guide when it comes to registering for courses. The Course Schedule Addendum is available before General Registration for fall semester (and includes any spring semester changes that have been made up to that point), before Intersession registration, and before General Registration for spring semester. These list course title, instructor, time, location, and description for each GTU class offered. A collection of syllabi is kept on the reserve shelves in the Library to provide you with further information about most courses. Read the first pages of the Course Schedule for step-by-step directions on how to register, and fill out your (gold) registration card, and for information on deadlines and signatures required.

2. CONTINUING REGISTRATION

If a student has registered and paid MA tuition for two years (or a total of 48 units) and has not yet completed the program, he/she automatically enters “continuing registration” status. While in continuing registration, students must be registered for at least 12 units per semester and may **not** register for part-time status. Tuition for students in continuing registration is half of regular MA tuition and is payable to the School of Affiliation. Students in continuing status can take courses as well as work on the thesis. If all course requirements have been completed, a student

may choose to register for 12 units of “MA5000: In Thesis” or 12 units of “MA 5005: MA, Biblical Languages concentration Language Preparation” only.

3. HOLDS ON REGISTRATION

A hold may be placed on a student’s registration due to unmet financial obligations to the GTU or a Member School, for library fines, for academic progress issues, or because no faculty advisor has been assigned or chosen, according to the student’s computer record. The student will not be permitted to register until satisfactory arrangements have been made with appropriate offices. Transcripts for students in arrears will not be released until satisfactory arrangements have been made with appropriate offices. Diplomas of graduating students will not be released until all financial obligations to the GTU and Member Schools have been met. Students in violation of policies at a Member School (including debt to any School), and are thus ineligible to register for classes or receive other benefits at that School, are not eligible to register or receive benefits or services at any other member institution of the GTU.

4. INTERSESSION

Students should consult with their School of Affiliation regarding the option of and cost for registration for Intersession courses.

5. SPECIAL READING COURSES

Registering for a Special Reading Course requires some steps beyond those needed to register for other courses. When you are taking a Special Reading Course, you will need to get a “Petition for Special Reading Course” and to follow the directions on it. Remember that Special Reading Courses are not designed to take the place of regular courses, but rather occasionally to supplement them. A Special Reading Course may also be the means to add academic content to practical ministry courses (which do not count toward the MA degree) and thus earn academic credit. A Special Reading Course may also be the means to “upgrade” an introductory or intermediate class to an advanced level by doing additional work as assigned by the professor. Petitions for Special Reading Course are available at the Registrar’s Office at your School of Affiliation, the GTU Consortial Registrar, or the GTU Dean’s Office. This is a two-part NCR form that should be attached to your Registration card or *Change in Enrollment* slip. The GTU Dean’s Office must have an approved copy of the “Petition for Special Reading Course” in the student’s file in order to evaluate the course’s application to program requirements. This form can also be found on the GTU website.

6. STUDENT ID/LIBRARY CARD

When you turn in your registration card at your School of Affiliation at General Registration, they will give you an ID/Library card and place a sticker on it for the upcoming semester. Incoming students should sign this card and take it to the GTU Library Circulation Desk in order to have it bar-coded and laminated. CJS Students: bring your completed registration card to the Receptionist on the third floor or the Consortial Registrar on the second floor of 2465 LeConte. They will give you the current semester sticker (or a library card, if you are an incoming student). Books cannot be checked out of the GTU Library without a bar-coded ID/Library card. If you register at Early Registration, you can get your sticker before General Registration of that term from the Registrar’s Office at your school.

7. THESIS FILING EXTENSION AGREEMENT

You must be registered in any semester in which you will complete a requirement for your program (i.e., forming the Thesis Committee, language certification, defending your thesis), and you should complete all MA Program requirements (except for the final semester’s courses) by the thesis-filing deadline of the semester in which you intend to graduate. However, if you do not complete all the requirements by the filing deadline, the Dean of your School of Affiliation

may grant you a Thesis Filing Extension. This extension will allow you to graduate in the following semester **without registering or paying the continuing registration fees for that semester** by meeting several conditions as listed below. If the Thesis Filing Extension Agreement form is submitted and any of the stated conditions are not met, the student will be liable for tuition to the School of Affiliation for the entire semester.

- Submitting a Thesis Filing Extension Agreement form (available at the GTU Dean's Office),
- Completing all course requirements by the end of the late registration period of the semester in which you wish to graduate,
- Satisfactorily completing and filing an MA Program Checklist with the MA Program Coordinator,
- Meeting the Tuition/Residency requirement (48 units at full MA tuition),
- Successfully defending the thesis (or passing the oral exam, for MA students in Biblical Languages) by the end of the late registration period of the semester in which you wish to graduate. A successful defense is defined as passing "with honors," "as it stands," or "with minor revisions." (Please see the "Thesis/Exam Result Certification" section on page 42 for the criteria.)
- Filing the thesis by the filing deadline for the semester in which you wish to graduate.

Warning: This will affect your loan repayment. If you do not register for that semester, the last month of the previous semester will mark the end of your status as a student regarding loans. The six-month countdown (grace period) before repayment of loans will begin at that time, not at graduation. If you have any questions, please see the Director of Financial Aid.

8. TUITION PAYMENT

Directions for paying tuition are outlined in the Master Course Schedule. MA students pay full tuition for the first two years of the program. After that time they pay continuing registration fees. (See "Continuing Registration" section.) Concurrent MA/MDiv students pay MDiv tuition the first two years, and MA tuition the next two, if they are doing academic work those years, as opposed to full-time field placement. If you are receiving a federal loan or a work-study grant, follow the procedures outlined in the Financial Aid section.

9. UCB CROSS-REGISTRATION

MA students may register for one course each semester at the University of California, Berkeley. A special arrangement has been made to allow MA students to take a language course and one additional academic course, if needed for their program, in one semester without special permission. Special permission may be requested to register for two **non-language** courses in a given semester, if it is important to the student's program. These courses may count as electives toward the completion of the MA degree, and they also count as courses outside of the School of Affiliation. In some circumstances, UCB courses may fulfill an Area requirement; a student who would like a UCB course to satisfy an Area requirement should petition the Dean of the School of Affiliation who sends a copy of the accepted or rejected petition to the GTU Dean's office for review and filing. Courses taken in preparation for fulfilling the general language requirement may not count toward the 14 required courses. Please be aware that cross-registration is a privilege dependent on availability of space in courses and departmental policies at UCB. Given budget constraints at UCB, course accessibility may be limited. You must be enrolled at least half-time, and in at least one GTU course in order to cross-register at UCB. Taking courses at UCB involves some very specific procedures. Keep in mind that the UCB semester starts earlier than the GTU semester.

Only one form is required for cross-registration. This form is available from the Receptionist on the third floor, or in the Consortial Registrar's office on the second floor of 2465 LeConte, or from the registrar of your School of Affiliation. The form must be signed by the dean of your School. Fill in the top part of the form clearly and completely. Make sure that the control number is clearly written. Without the control number you will not be registered for the course; therefore, it is absolutely necessary.

You must also get the signature of the actual instructor offering the course in order to be registered for the class. The information can be found on the UCB website. You may also look at a copy of the catalog that is kept at the reception area on the third floor of the LeConte building. Turn in the completed form to the GTU Consortial Registrar by the deadline announced in the Master Course Schedule. This is a firm deadline. Any change in enrollment status for a cross-registered course can be problematic if you do not follow directions carefully. If you want to add or drop a class, or change your grading option, paperwork has to be filled out for both UCB and GTU. The GTU Consortial Registrar has all the forms needed for any change in enrollment. Please note that the UCB deadlines are not flexible in any way. Cross-registration with Mills College and Holy Names College is also available. See the Consortial Registrar about these options.

IV. MAINTAINING OR CHANGING YOUR ACADEMIC STATUS

The GTU Common Policy is noted first for each item, and various exceptions at different schools are specified below it.

AUDITS

Common Policy: Audits are posted to the student's transcript.

ASBW	Permission of the instructor is required. See current ASBW fee schedule and auditor policy.
CDSP	Audited courses included on transcript if student registers for course.
DSPT	Permission of the instructor is required. Fee is full tuition per course unless the audit is taken along with 12 units of credit for a given term.
FST	Fee is full tuition per course.
GTU	Not posted on transcript for any doctoral, MA (CJS, IBS, PAOI, and Common MA), Certificate, or Special students.
JSTB	Permission of the instructor is required. Students must register for an audit. Fee is full tuition per course.
SKSM	No audits permitted.

CHANGE OF ADDRESS

Please keep your address current at the GTU (call the Student Affairs Office Manager/Receptionist: 649-2400) and at your **School!**

CHANGE OF ADVISOR

A student may choose an academic advisor other than the one assigned when they began their program. The advisor must be a faculty member within the School of Affiliation. The student should speak with the faculty member with whom they wish to work, to confirm their willingness to accept a new advisee, then write a letter to the Dean of their School notifying them of the change, with a copy to the GTU Dean's Office, where the change will be made in the student's computer record. If there is any problem with the change, the student will be notified.

If the student needs help choosing an advisor whose work is more compatible with their interests, they may make an appointment with the Dean of their School, speak with their current advisor, or consult the Faculty Resource Book, available at the Academic Secretary's office.

SKSM	Students must petition the involved faculty to make advisor changes. (Process is found in SKSM Student Handbook.) Notice to the GTU Dean must still be made.
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CHANGE OF AREA OF CONCENTRATION

Requests to change your Area of Concentration should be written to the Dean of your School of Affiliation, with a copy to the GTU Dean's Office. The Dean of the School will send a copy of their response to the GTU Dean's Office. Changing your concentration to Buddhist Studies, Jewish Studies, or Biblical Languages requires additional approval by the director of IBS, CJS, PAOI or the MA Biblical Languages program coordinator. You will want to meet with them for advising before requesting a change into their Area. They will then send a copy of their response to the GTU Dean's Office for review, filing, and posting in the student's computer record.

CHANGE OF ENROLLMENT (ADDING AND DROPPING)

Common Policy: Change of enrollment (adding a class, dropping a class, or changing the grading option or units) from General Registration through Late Registration are done using WebAdvisor. After late registration (the end of the second week of instruction) all changes of enrollment require the use of the paper "Change of Enrollment" forms. On the form students must obtain the signatures of the instructor offering the course, their Dean and Business Office, and will be assessed a fee set by their school of affiliation for each change. No change in enrollment will be permitted after the tenth week of the term, except under circumstances approved by the Dean or an appropriate committee of the student's school.

ABSW	See current ABSW fee schedule and Policy and Procedures manual.
CDSP	Dean and Business office signatures not required. Petition to C&E committee required after the tenth week, including approval of the student's advisor. Fee of \$50 is charged for each change in enrollment.
DSPT	Fee of \$25 is charged for each change in enrollment.
FST	Fee of \$20 is charged for each change in enrollment.
GTU	Business Office signature not required. Common MA students follow the policies of their School of Affiliation. [CJS and IBS are \$50 and PAOI is \$20.]
JSTB	Fee of \$25 is charged for each change in enrollment.
PLTS	Fee of \$15 is charged for each change in enrollment.
PSR	Fee of \$20 is charged for each change in enrollment.
SFTS	Substantive changes require the approval of the Dean. Fee of \$25 is charged for each change in enrollment.
SKSM	No fee is charged.

CHANGE OF SCHOOL OF AFFILIATION

In rare cases a student may wish to change the School of Affiliation after admission to the program. Requests for such transfer need to be made in writing to the Dean of the new School of Affiliation, with a copy to the GTU Dean and the Dean of the current School of Affiliation. The petition should clearly state the reasons for the transfer, and should summarize how far along the student is in the program (how many semesters have been completed).

The student must also submit a Petition to Transfer Coursework form requesting the application of units from the old School to the Tuition/Residency requirement at the new School. (See the Tuition/Residency requirement section for full details.) The student should also check with the Financial Aid office for financial implications of the change.

The new School may request a copy of the student's GTU file from the GTU Dean's Office in order to facilitate their decision about admitting the student to their School. If the Dean of the new School of Affiliation approves the petition, they must also assign the student a new academic advisor from their faculty. The Dean then sends a copy of the accepted or rejected petition for review and filing to the GTU Dean's office and to the Dean of the School from which the student is transferring, notifying them also of the name of the student's new advisor. The GTU Consortial Registrar is notified by the Dean's Office that the student has changed schools, and the Registrar updates the student's computer records accordingly.

WARNING: Students in violation of policies at a Member School (including debt to any School), and are thus ineligible to register for classes or receive other benefits at that School, are not eligible to register or receive benefits or services at any other member institution of the GTU.

EXTENSIONS

If the four-year time limit is to be exceeded, students must petition in writing for a program extension, based on specified extenuating circumstances, before they may register for another semester. The petition should be made to the Dean of the School of Affiliation, stating the reason for requesting the extension and including a realistic and detailed schedule of completion of the program, which has been approved by the student's advisor. (This schedule should be consulted in future advising to monitor progress.) A copy of the accepted or rejected petition is sent to the GTU Dean's office for review, filing, and posting in the student's computer record. If the student does not petition for an extension, a hold may be placed on the student's registration until the extension is granted (in writing, with a copy to the GTU Dean's Office).

F/FAILING GRADE

Common Policy: Grades of F/Fail remain on the student's transcript.

ABSW	Course must be retaken if it is a required course.
CDSP	If course is required for degree, student may fulfill the requirement by other means. If repeated, course and grade are recorded as new course, and original listing remains.
DSPT	"F" may be removed from the transcript with written permission of the instructor and petition to the Executive Committee.
GTU	Common MA students follow common policy.
PLTS	If course is required, student may meet the requirement by suitable means with permission of the instructor. The appropriate grade is then recorded separately.
SKSM	First "F" grade may be petitioned to the instructor and the Dean of the school.

INCOMPLETES

Common Policy: Students are responsible for finishing their work within the term. In order to take an incomplete, they must submit a completed petition for an incomplete to their registrar before the last day of the term. Incomplete work is due to the instructor three weeks after the term. The instructor is required to submit a new grade by the sixth Friday after the end of the term. The incomplete grade becomes an "F" if no new grade is received by the end of the sixth week.

ABSW	See ABSW Satisfactory Academic Progress statement.
DSPT	If incomplete coursework is not made up by the third Friday after the end of the semester, the professor may assign a grade based upon the work that has been completed, assign a letter grade of "F," or allow the incomplete notation to remain on the transcript.
GTU	Common MA students submit form to and follow policy of School of Affiliation.
PSR	Incompletes are tracked by the PSR registrar even if coursework is completed and a grade is determined. "I" automatically becomes "I/F" if a grade is not received or recorded by the end of the sixth week.

SFTS	Extension of incomplete beyond the third week after the end of the term requires the approval of the Dean, otherwise "I" becomes "F."
SKSM	Credit is given on the basis of "work done – credit given."

LATE REGISTRATION

Common Policy: The deadline for late registration is the end of the second week of instruction, and is subject to a penalty fee set by the student's school. No registrations will be accepted after the second week except upon petition by the student to their dean.

ABSW Fee: \$100	FST Fee: \$75	PLTS Fee: \$75	SKSM: no fee
CDSP Fee: \$100	GTU Fee: \$100*	PSR Fee: \$90	
DSPT Fee: \$100	JSTB Fee: \$100	SFTS Fee: \$75	

*GTU Common MA students will be assessed the fee of their School of Affiliation.

LEAVES OF ABSENCE

A student who is unable to continue academic work must submit a Leave of Absence form **for each semester of leave** to the Dean of the School of Affiliation specifying grounds of personal, medical, or financial exigency so that the Dean may determine if the leave is warranted. The Dean of the School grants or denies the request, signs the form and returns it to the GTU Dean's office for review, filing, and posting in the student's computer record. The Dean of the School will also communicate the decision in writing to the student. **If a leave is not officially requested, approved and on file in the GTU Dean's Office each semester the student is away, the student may be terminated when they do not register for classes.**

A leave of absence requires a break in all academic work including library privileges, coursework, examinations, thesis work, and interaction with faculty. It is not appropriate to take a leave of absence to work on a thesis.

Students with an outstanding balance at the GTU Business Office will not be approved for a leave of absence in good standing.

LIMITS ON LEAVES

Students are not normally granted more than four total semesters of leave, and no more than two semesters consecutively, in the course of their degree program. Accrediting agencies require institutions to enforce a reasonable continuity in the program. Leaves of absence taken once matriculation in the MA Program has begun **do** count toward the total four years allowed in the program. (Semesters deferred before beginning the program are not considered leaves and do not count.) If it becomes necessary for a student to request an extension of their program beyond the four-year limit, further explanation of leaves taken may be required.

LEAVE OF ABSENCE FEE

Students who request their leave by the deadline will be charged a \$100.00 administrative fee for each semester. Students requesting a leave after that deadline will be charged an additional late fee. (The School of Affiliation establishes the late fee amount.) Both fees are payable to the School of Affiliation. This is an incentive for students to get information in on time for the Schools to submit their enrollment reports to federal accrediting agencies.

FINANCIAL IMPLICATIONS OF LEAVES

Students are advised to consult with the Director of Financial Aid about whether a leave is the best financial decision. Students with educational loans need to check carefully that a leave will

not jeopardize their deferment of payment. Payments on all state and federal loans may go into repayment within six months.

CANNOT GRADUATE WHILE ON LEAVE

Students cannot graduate while on leave of absence. They must be registered in the semester in which they graduate unless they have paid tuition in the previous semester and successfully defended the thesis by the end of late registration of the next semester and filed the thesis by the filing deadline in the semester they intend to graduate.

PART-TIME STATUS

Students wishing to register for fewer than 12 units may petition in writing the Dean of the School of Affiliation (with a copy to the GTU Dean) for part-time status, with an explanation of both the reasons and the percent reduction requested (3/4 time, 1/2 time, 1/4 time). If the Dean approves the petition, the student will be notified in writing (with a copy to the GTU Dean's Office for review, filing, and updating the student's computer record), and the student will be expected to take the reduced course load.

Part-time status is not available to students in continuing registration. Keep in mind that some GTU Schools only allow half-time or full-time status. Be sure to clarify with your School of Affiliation.

Students receiving financial aid are advised to consult with the Director of Financial Aid before deciding to enroll part-time. Financial aid is reduced by the same proportion as the reduction from full-time status, i.e., half-time students receive one-half the aid. All financial aid is canceled if you drop below half-time. Reduction below half-time status also places most loans into repayment.

SATISFACTORY ACADEMIC PROGRESS STANDARDS

MINIMUM GRADE POINT AVERAGE

MA students in course work are considered to be in good academic standing when a cumulative grade point average of "B" or better is maintained. It should be noted, however, that a grade of "B-" or better is necessary in all courses used to satisfy a requirement. GPAs are reviewed each semester by the School of Affiliation Dean.

MAXIMUM TIME FRAMES

Full-time MA students are expected to complete the program within the following maximum time periods (excluding leaves of absence):

MA	8 semesters
MDiv/MA	12 semesters

PROBATION AND REINSTATEMENT

Following a determination that progress standards have not been met, the student will be placed on probation for one year. If the student regains satisfactory progress, they will be reinstated. If the student fails to meet the standards after one year of probation, they will be withdrawn from the program.

TERMINATION OF MA PROGRAM

MA students who do not register, take a leave of absence, withdraw, or respond to inquiries from their School of Affiliation regarding their status in the program will be terminated. The MA

Program Coordinator is responsible to close the student's file and computer record. A student whose program has been terminated may petition for reinstatement within two years. This process will be the same as for withdrawn students; if reinstated, such students must pay a \$150.00 reinstatement fee and may be liable for intervening tuition, up to 100%.

TIME LIMIT

Two years of residence are required for completion of the MA, but maximum time for completion is four years (eight semesters) of full-time work. MA students at some **Schools** (check with the School of Affiliation as to the availability of that option) may elect to do concurrent MDiv programs at their Schools of Affiliation. The total time required will be determined by the demands of the two degrees combined, but, in accordance with ATS standards, it will in no case be less than a total of four academic years and must be one year longer than the MDiv program. If the student is granted tuition credit, the four-semester minimum time required is reduced by one semester per 12 units (see "Tuition Residency" section below).

TUITION REQUIREMENTS

TUITION RESIDENCY

You are required to pay four full semesters of MA tuition. This is the equivalent of paying for 16 three-unit classes, during the fall and spring semesters. Intersession courses, which have no fees attached (cf. School of Affiliation policy), may fulfill course requirements but not the tuition requirement. Advanced standing and/or transfer credit does not automatically fulfill tuition residency unless specifically petitioned and granted.

CONTINUING REGISTRATION

If, after completing your tuition residency, you have not finished all the other requirements for the degree, you move into continuing registration status. Students with this status pay half of the full tuition rate and are entitled to enroll in classes as well as prepare for the thesis. They should be registered for at least 12 units in each semester of continuing registration. If the course work requirement has been completed but the thesis requirement has not, you may register for 12 units of "MA 5000: In Thesis."

WITHDRAWAL

To withdraw from the program, the student sends a letter to the Dean of the School of Affiliation. The Dean of the School of Affiliation will send a copy of the letter to the GTU Dean's Office for review, filing, and posting in the computer record. The student will be formally withdrawn from the program as of the date of the letter. The MA Program Coordinator is responsible to close the student's file and computer record. Students with an outstanding balance with the GTU Business Office will not be approved for withdrawal in good standing.

Withdrawal severs the relationship between the student, the School of Affiliation and the GTU. Committees are dissolved. It is intended to be a permanent decision. Withdrawn student files are kept for seven years and then destroyed.

If a student has withdrawn, they may petition the Dean of the School of Affiliation for reinstatement within two years. Such petitions are extraordinary; there is no presumption of a right to reenter, and the following should be kept in mind:

- The Thesis Committee will have been formally dissolved; faculty are under no obligation to return to the Committee.

- Language exams passed more than seven years prior to reinstatement may have to be revalidated; the process of revalidation is determined by the faculty.
- The School of Affiliation will be asked to make a formal decision on whether or not to reinstate, in consultation with the GTU Dean.
- In questions of protocol, it will be assumed that the reinstated student will be bound by the catalog and policies current at the time of reinstatement.
- Students will be liable for a \$150.00 reinstatement fee.

Two years after having withdrawn, students requesting re-admission have to reapply through the MA admissions process. They would normally be required to redo or re-certify all work more than seven years old.

V. COMPLETING YOUR PROGRAM

A. GTU COMMON MA PROGRAM OVERVIEW

This overview assumes a four semester, full-time (12 units per semester) program. Part-time (PT) and concurrent MA/MDiv students' timelines would be structured differently.

FIRST SEMESTER

- Appointment with your advisor to discuss your program goals and ask any questions about the MA Program
- Begin to track your requirements using your **MA Program Checklist** (Biblical Languages, Jewish, Christian Orthodox and Buddhist Studies each have own particular checklist)
- Think about the timeline that is needed to complete the program requirements
- Plan on how you will fulfill the modern language requirement
- See the GTU Extended Calendar on the GTU website, www.gtu.edu, "News and Events," then click on "Extended and Academic Calendar" for dates, deadlines and events

SECOND SEMESTER

- Review your Program Checklist with your advisor and discuss with her/him your plan for formulating a thesis topic
- Fulfill the modern language requirement through examination, coursework or petition (see the GTU Extended calendar for examination dates)
- Establish a research strategy and seek out resources such as the GTU Library Reference Librarian and inquire about GTU Library Workshops

THIRD SEMESTER

- Review your Program Checklist with your advisor and discuss your progress with your thesis topic formulation and timeline
- If you have not already done so, fulfill the modern language requirement through examination, coursework or petition (see the GTU Extended calendar for examination dates)
- Form your Thesis or Oral Exam Committee and complete the "Thesis Committee Request" or "Request for Oral Exam Committee for MA Students in Biblical Languages" forms and give to MA Program Coordinator (This form is due 90 days before the date of your thesis defense or oral exam.)
- Register for thesis units (except Biblical Languages students) and use this time to do concentrated work on your thesis. Keep your Thesis Coordinator and other Committee Members informed of your progress.
- Meet with the MA Program Coordinator to evaluate your MA Program Checklist
- By the end of the semester turn in your **Intent to Graduate** form to the MA Program Coordinator

FOURTH SEMESTER

- You are still enrolled in 12 units of coursework and working on your thesis
- Meet with your Thesis Coordinator and communicate with your Thesis Committee Members about your progress and timeline toward your defense or oral exam date
- If you have not already done so, complete your MA Program Checklist and meet with the MA Program Coordinator to be sure you will meet all the MA Program requirements for graduation
- Complete the **Statement of Readiness and Scheduling Request** form at least 4-6 weeks before your proposed defense or exam date and turn in to the Academic Secretary to schedule your defense or oral exam

- Thesis filing deadline for Fall graduation is around October 1 and for Spring is usually the first Friday of April (see Extended Calendar for exact date)
- Defense must be done at least two weeks prior to the filing deadline. The Oral Exam must be done by the filing deadline.
- If you will not be able to defend your thesis or take your oral exam by the filing deadline, submit a **Thesis Filing/Oral Exam Extension Agreement** form to the MA Program Coordinator and defend your thesis or take your oral exam by the end of late registration deadline the following semester. (You will not have to register/pay for that following semester in this case.)

B. PROGRAM CHECKLIST

This form is a tool you and your advisor can use to assess your progress in meeting program requirements and plan ahead toward graduation. By the end of the third semester of full-time study, you should make an appointment with the MA Program Coordinator to go over your Program Checklist. You may have a copy of the completed Checklist for your records, if you wish.

Before you come in for your appointment with the MA Program Coordinator, indicate on your most current grade report what School each course was taken at, and which Area requirement the class fulfills. If your concentration is in Buddhist Studies, Jewish Studies, or Biblical Languages, you must also complete the “Course Description Requirement” section of the Checklist with your program director or coordinator, to certify all your additional/alternative requirements have been met.

If you have any questions, it is wise to ask the GTU Dean’s Office well in advance, so that you do not have to spend an extra semester fulfilling a last requirement. We recommend having the MA Program Coordinator examine your Program Checklist during the third semester of full-time work, when you could still drop or add a course to meet an overlooked requirement.

C. ORAL EXAMINATION

MA students in the Biblical Languages concentration are required to do an oral examination instead of a thesis. However, the oral exam schedule is the same schedule other Common MA students use for filing and defending the thesis. Additionally, similar forms are employed such as the “Request for Oral Exam Committee for MA Students in Biblical Languages” in requesting an exam committee, and the “Statement of Readiness & Scheduling Request” used to schedule the oral exam.

Speak with your advisor or MA Biblical Languages Coordinator regarding expectations for this exam, look for MA in Biblical Languages deadlines in the Extended Calendar, and read the following sections on the MA Thesis noting items that apply to your examination (an effort has been made to highlight those items.)

D. MA THESIS

MA students (not MA students in Biblical Languages) are required to submit a thesis that represents the equivalent of at least two three-unit courses. The MA thesis is expected to show the competence of the student for independent investigation, scholarly judgment, and creativity. It should demonstrate that the student is able to deal with research materials and to organize a problem in acceptable academic form. A general understanding of the problem is required as well as knowledge of the standard reference works and journals that focus on

the subject. An adequate bibliography must be included. **A thesis must consist of 80 to 120 pages.**

All requirements for the thesis – forming the committee, passing the oral defense, and filing the thesis – must be completed while the student is registered (unless you have completed a Thesis Filing Extension Agreement – see that section for details). The student must be enrolled to consult with professors about the thesis. Your defense should be done at least a few weeks before the thesis filing deadline so you have time to complete revisions. **The oral exam for Biblical Languages students may be done anytime up until the filing deadline.**

1. SELECTING A THESIS TOPIC

The thesis topic, **which must be in the student’s area of concentration**, is drawn up in consultation with the Thesis Committee, and must be approved by them. It is essential that the Thesis Committee be appointed during the planning stages of the thesis so they have a chance to express concerns about any substantial issues before the thesis is fully in progress. All members should have the opportunity to give input into the conceptualization and organization of the thesis.

2. FORMING A THESIS OR ORAL EXAMINATION COMMITTEE

The “MA Thesis Committee Request” or “Oral Exam Committee Request” form must be submitted at least 90 days prior to the defense or exam (see the Extended Calendar for the thesis filing deadline). This is normally around the same time you do your Program Checklist, during your third semester of full-time work. You must fulfill your Modern Foreign Language requirement before officially forming your committee. If you have any trouble forming your committee, please consult with your advisor or the Dean of your School of Affiliation for assistance. This form requires your signature, signatures of your committee members indicating their willingness to work with you, and signatures of the Dean of your School of Affiliation and the Dean of GTU (**and the MA Biblical Languages Coordinator, for Exam Committees only**). The deans’ signatures certify that you have complied with the rules for formulating a committee, that they are comfortable with your choice of committee members, and that they are confident that these particular scholars can be helpful to your work.

MA students are required to have **three members** on the Thesis Committee, at least two of whom are regular GTU (Core Doctoral or Consortial, not Adjunct or Visiting) faculty. The Coordinator must be from the School of Affiliation and the second reader from another GTU School. The third reader may be inside the GTU, or outside the GTU with approval – the outside reader’s curriculum vitae must be submitted with your committee request form for the deans’ consideration, unless they are a regular UC Berkeley professor. (Adjunct and visiting UCB professors must submit a CV.) All readers must hold a doctorate or equivalent degree. Outside readers are expected to have a publishing/teaching record, and, preferably, an academic appointment. Check the notebook in the Academic Secretary’s Office to see if your outside reader has already been approved to serve on thesis committees.

MA students in Biblical Languages are required to have two examiners, from two different GTU Schools, on their Exam Committee; the committee is approved by the MA Biblical Languages Coordinator and the GTU Dean.

Submit the completed “MA Thesis Committee Request” or “Oral Exam Committee Request” form to the MA Program Coordinator, who will send you confirmation that your committee is approved by the Deans (with copies to your committee members), directions for scheduling your defense, guidelines for the physical format of your thesis, and other forms

required for completing your degree and graduating. The MA Program Coordinator sends a copy of your form to the Academic Secretary, with whom you will schedule your defense date. The original form goes into your official GTU file. If during this process a problem with your committee is detected, your request form will be returned to the Dean of your School and they will contact you to rectify the error.

Note: If your research for the thesis involves human subjects, there are strict guidelines and a review procedure to follow. **Read the following section carefully and follow these directions before beginning your research.**

3. RESEARCH INVOLVING HUMAN SUBJECTS

Students who intend to use human subjects as part of their thesis research (e.g., qualitative research, such as interviewing) must develop a “Human Subjects Protocol” to assure that human subjects will be treated in a manner consistent with their dignity and autonomy, that subjects consent freely and in an informed manner to participate in the research, and that human subjects are either not at risk or are protected from any risks or harms posed by the research. Students should consult the **“Guidelines and Procedures for Review of Research Involving Human Subjects,”** available on the GTU website, for the criteria necessitating a protocol and details about the process.

If a protocol is required, students must receive approval from a member of the Human Subjects Protocol Review Committee. **Approval must occur prior to beginning the research.**

4. THE DEFENSE/EXAM

You must be registered in the semester in which you defend the thesis (unless you have signed a Thesis Filing Extension Agreement – see that section for details). If the course requirements have been completed, you may register for “in thesis” units only.

The defense should be scheduled at least several weeks before the filing deadline to allow ample time for revisions. **For MA students in Biblical Languages, the exam may be scheduled anytime up to the thesis filing deadline, as the exam is graded Pass/Fail and no revisions are required.** Of course, the time required between the defense and the filing deadline will depend on the amount of revision that the Thesis Committee deems necessary: some theses require no revision and can be filed immediately, while others need major revisions. It is up to you to gauge how much time you will need to revise your thesis. It might be helpful to show one or more Thesis Committee members your work as it develops, chapter by chapter, so that you can have a better idea how the defense will go. You should also give your committee members a copy of your thesis at least one month before your defense.

At least four to six weeks before you wish to defend the thesis (or take the oral exam for **MA students in Biblical Languages**), contact your committee members to arrange a date and time, and write this on a “Statement of Readiness and Scheduling Request” form. The Thesis Committee Coordinator or Primary Examiner must sign this form, to confirm that you have worked with your committee at least 90 days and that the thesis is ready to defend (or you are ready to take the oral exam). Submit this form to the Academic Secretary four to six weeks before the defense or exam. She will confirm with you and your committee members that a room has been reserved for you at the time requested (or let you know if there is any conflict). Your primary examiner should pick up paperwork from the Academic Secretary prior to the exam and return it to her with your exam result and appropriate signatures after the exam.

You must also submit the final draft of your thesis (or research paper for **MA students in Biblical Languages**) to your Thesis Committee members four to six weeks prior to the defense so that they have ample time to read it. (You and your committee will need to agree on how “final” the draft must be. In some cases, directors want you to be able to incorporate minor revisions suggested during the defense into the final version; in other cases, they may want you to have a close-to-perfect copy for the defense.)

Ask your Thesis Committee Coordinator or Primary Examiner about the format for the defense/exam: what will happen, the order of events, etc. Generally, three hours are allowed, but unless there are problems requiring extended discussion, the defense or exam itself takes about two hours.

If you have an outside committee member who is unable to attend the defense, or the second GTU member is on sabbatical out of the Bay Area, one member of the committee may participate in the defense by means of a conference call. Having a faculty member send in written questions for the defense is not sufficient. You must request a conference phone from the GTU Academic Secretary when you schedule your defense. (Not all defense rooms have jacks that will accommodate the conference phone, and there is only one conference phone, which cannot be two places at once.) You are responsible for the phone charges, which are considerably less expensive than an airplane ticket and easier to arrange. You will be required to leave the phone number for the conference call with the Academic Secretary on the day of the defense for billing purposes. You will later receive the bill in memo form (copy sent to the Business Office). Occasionally a student needs audio-visual equipment for a defense. There is such equipment and a suitable room available in the Library—check with Library staff well in advance to make arrangements.

5. THESIS FILING EXTENSION AGREEMENT

You must be registered in any semester in which you will complete a requirement for your program (i.e., forming the Thesis Committee, language certification, defending your thesis), and you should complete all MA Program requirements (except for the final semester’s courses) by the thesis filing deadline of the semester in which you intend to graduate.

However, if you do not complete all the requirements by the filing deadline, the Dean of your School of Affiliation may grant you a Thesis Filing Extension. This extension will allow you to graduate in the following semester **without registering or paying the continuing registration fees for that semester** by meeting several conditions as listed below. If the Thesis Filing Extension Agreement form is submitted and any of the stated conditions are not met, the student will be liable for tuition to the School of Affiliation for the entire semester.

- Submitting a Thesis Filing/Oral Exam Extension Agreement form (available at the GTU Dean’s Office and on the GTU website),
- Completing all course requirements by the end of the late registration period of the semester in which you wish to graduate,
- Satisfactorily completing and filing an MA Program Checklist with the MA Program Coordinator,
- Meeting the Tuition/Residency requirement (48 units at full MA tuition),
- Successfully defending the thesis (or passing the oral exam, for MA students in Biblical Languages) by the end of the late registration period of the semester in which you wish to graduate. A successful defense is defined as passing “with honors,” “as it stands,” or “with minor revisions.” (See “Thesis/Exam Result Certification” in the next section for the criteria.)
- Filing the thesis by the filing deadline for the semester in which you wish to graduate.

Warning: This will affect your loan repayment. If you do not register for that semester, the last month of the previous semester will mark the end of your status as a student regarding loans. The six-month countdown (grace period) before repayment of loans will begin at that time, not at graduation. If you have any questions, please see the Director of Financial Aid.

6. THESIS/EXAM RESULT CERTIFICATION

The Thesis Committee may grade the defense as follows: approved with honors, approved as it stands, approved subject to minor revisions, returned for major revisions, or rejected (major rewriting required). Your Thesis Committee Coordinator will mark the result on a “**Certification of Master’s Thesis**” form immediately after the defense and return it to the Academic Secretary.

An oral exam is graded pass/fail only, and a “**Certification of Oral Exam**” form is submitted by the Primary Examiner to the Academic Secretary immediately following the exam.

The defense or exam is not complete until one of these forms is submitted.

The distinction “**with honors**,” according to the Council of Deans (February 5, 1997), is granted to theses deemed to be outstanding works at the master’s level, distinguished by their scholarly sophistication, creativity, and clarity of expression, and whose oral defense has reflected these characteristics. There must be a unanimous vote by all three examiners for a thesis to qualify for honors.

If **approved as it stands**, there must be agreement among all three members of the thesis committee.

If **minor revisions** are required, they must be approved by one of your Thesis Committee members (agreed upon by the other members), who will submit a supplementary letter of approval to the Academic Secretary when the paper is properly revised. The degree cannot be awarded until this final approval is recorded.

If **major revisions** are required, they must be approved by all members of the Thesis Committee and a second copy of the “**Certification of Master’s Thesis**” form, signed by all members, must be submitted. The degree cannot be awarded until this final approval is recorded.

If the thesis is **rejected and major re-writing required**, another oral defense is scheduled and another copy of the “**Certification of Master’s Thesis**” form must be submitted.

7. FILING THE THESIS

There are two graduation dates, one in October and one in May. The corresponding thesis filing deadlines are in early October and April. Exact filing deadlines are found in the GTU Extended Calendar. **The thesis and all supplementary materials must be submitted by the thesis filing deadline for graduation in that semester. The filing deadlines are not flexible.**

The thesis filing fee is \$100. The MA in Biblical Languages fee is \$50. Remember that the thesis can be filed only after it has been defended and any necessary revisions made, with the approval of the proper Thesis Committee members.

Theses must be typed according to the *Manual for the Writers of Term Papers, Theses, and Dissertations*, 5th edition, by Kate Turabian, revised and expanded by Bonnie Birtwistle Honigsblum, published by University of Chicago Press, 1987. **Two typographically correct copies of the MA thesis bearing the approval signatures of the student's Thesis Committee, and the Library Reference desk (which certifies it is in proper form) are to be submitted to the Academic Secretary in two separate envelopes.** These copies must follow the guidelines found in the document "Physical Format of the Master's Thesis." **The page limit for a thesis is 80-120 pages.**

On or before the filing date, submit two copies of your thesis and a one-paragraph abstract (summarizing the thesis) to the Academic Secretary. Abstracts of theses and dissertations of students intending to graduate are submitted in a report to the GTU Board of Trustees for approval of degrees. Abstracts do not need to follow the thesis format guidelines.

Students who do not file by the deadline will not graduate that semester. If the deadline is missed, the student may be able to graduate in the following semester without having to register or pay tuition for another semester. See the Thesis Filing Extension Agreement section (under Registration) for full details.

E. GRADUATION

1. PAPERWORK

You must file an "**Intent to Graduate**" form at the beginning of the semester in which you plan to graduate (September 1 for fall graduation, January 15 for spring).

On the day of your thesis defense or oral exam, you must see Gloria Motley, the Academic Secretary (2465 LeConte, third floor), to obtain all necessary paperwork for proceeding toward graduation. Several signatures will be required before you are permitted to graduate.

2. PROCEDURES

Once all requirements are fulfilled (except perhaps current coursework), your thesis is filed, all fees are paid and all necessary forms are filed, your name will be added to the GTU graduation list. Because it is a degree jointly conferred, both the School of Affiliation and the GTU must approve the degree. Check with your School regarding their graduation deadlines and procedures.

The MA Program Coordinator must certify that all program requirements have been completed before you receive your degree. If you are completing coursework in the final semester, your name will go on the graduation list for approval, and you may participate in GTU ceremonies, but you will not receive your degree until your final grades have been reported and your requirements thus officially fulfilled. At this time the MA Program Coordinator will sign off on your Program Checklist, approving you to receive your degree, which will then be mailed to you. Please be sure the Academic Secretary has a current address for you, as she will be sending your diploma.

3. COMMENCEMENT ANNOUNCEMENTS

Commencement announcements will be available from the GTU Academic Secretary by early April. Each graduate may request, at no cost, up to 10 announcements. More may be available after the office has received all the requests.

4. GRADUATE RECEPTION

We urge you to bring your friends and family and join your peers and colleagues (MA, ThD, and PhD graduates) at the graduate reception sponsored each year by the President's Office. The reception features refreshments and a time for your Thesis Committee Coordinator (or Primary Examiner for MA in Biblical Languages) to say a few words about your work and your future plans.

5. COMMENCEMENT CEREMONIES

MA students are invited to attend the School of Affiliation commencement and/or the GTU commencement. Be sure to inform each about your intention to attend. We hope that all students will plan to attend the GTU commencement.

It is traditional for the advisors, if they are available, to hood their advisees at graduation. Schools differ with regard to whether graduates are hooded at commencement or not. Check with the School of Affiliation about their practice. At GTU commencement, each graduate is hooded individually by their advisor. You should ask him or her, but be sure that the GTU Academic Secretary is informed in advance of hoodings for the GTU commencement, because that will affect their place in the faculty processional.

The cap and gown for the GTU ceremony may be rented from the GTU Academic Secretary. The deadline for renting cap and gown is normally in March; the exact deadline will appear in your graduation mailing, which you will receive IF you fill out an Intent to Graduate form. The GTU hood may be purchased or borrowed from the Dean of Students' Office; contact the GTU Academic Secretary.

VI. STUDENT RESOURCES

AFFILIATES AND PROGRAMS

A variety of specialized centers, programs, and institutes have become a part of the life and identity of the GTU. Some of these organizations originated within and have been sponsored by the GTU; others have entered into informal association or contractual affiliation with the GTU from outside.

As a group, the affiliate organizations and programs provide important perspectives and resources to the GTU community. They 1) broaden the ecumenical and interreligious representation in the GTU beyond the denominations represented in the Member Schools; 2) express and advocate the interests of women and ethnic minorities within the GTU—academically, culturally, and socially; 3) conceive, sponsor, and produce forums, public lectures and conferences, bringing outside scholars and religious leaders into conversation with the GTU community.

The GTU catalog has brief descriptions of the GTU affiliates and programs. Listed below is some information which highlights ways in which each affiliate or program may be of assistance to master's students.

CARE: THE CENTER FOR THE ARTS, RELIGION, AND EDUCATION

CARE's purpose is to encourage and develop programs, interrelations, and scholarship in the arts and religion. The Center creates courses, conferences, publications, videos, and exhibitions which center on the relation between the two fields of art and religion. Consultations are held for creating and strengthening cooperative academic programs in art and religion as well as for developing programs in churches, synagogues, and other religious communities. An organization of CARE Fellows meets annually at the time of the national American Academy of Religion/Society of Biblical Literature conference to discuss current developments in arts and religion and to advise CARE. Incorporated in 1987, CARE formally affiliated with GTU in 1995. *Contact: David Steward, dssteward@gmail.com*

CIS: THE CENTER FOR ISLAMIC STUDIES

The purpose of CIS is to enhance the presence and work of Muslim scholars and students within the GTU, and to build an academic platform that will help scholars and students of many faiths to understand Islam as a living world religion. Working in cooperation with several GTU member schools, CIS offers introductory and advanced courses in Islamic history, theology, philosophy, culture, arts, and religious practice. The center sponsors conferences, symposia, workshops and research projects that foster interfaith dialogue and scholarly exchange in order to build bridges of understanding across religious divides. It also serves as a liaison with local Muslim communities and study centers, especially with Muslim religious leaders who wish to strengthen their knowledge in areas such as pastoral counseling, pastoral psychology, homiletics, and interfaith scholarship. *Director: Munir Jiwa. Email: mjiwa@gtu.edu.*

CJS: THE RICHARD S. DINNER CENTER FOR JEWISH STUDIES

CJS's chief contribution to the GTU is providing interchange between Jewish and Christian scholars and promoting Jewish-Christian relations by encouraging Christian as well as Jewish students to participate in Jewish Studies. Only those students enrolled in the MA in Jewish Studies program have formal affiliation with CJS, but all students are welcome and encouraged to take their courses and join in their programs. Besides its respected regular faculty, the Center

often has distinguished visiting faculty. It also offers course work with UCB faculty specializing in Jewish Studies. In addition, GTU students can benefit from the many cultural and educational events sponsored by CJS that involve and serve the Bay Area Jewish community. *Director: Naomi Seidman. Office: 2465 LeConte. Phone: (510) 649-2482; e-mail: cjs@gtu.edu.*

CLGS: THE CENTER FOR LESBIAN AND GAY STUDIES IN RELIGION AND MINISTRY AT PACIFIC SCHOOL OF RELIGION

The Center for Lesbian and Gay Studies in Religion and Ministry was created to contribute up-to-date information, thoughtful research, effective education for leadership, and a voice of advocacy for those who have been silenced or made invisible simply because of who God created them to be. The work of the Center includes the support and promulgation of research on issues of sexual orientation and sexuality from the perspective of religion and ministry and also the leadership necessary to develop educational resources for churches and seminaries alike. The Center serves three distinct constituencies: the church, the academy, and the gay, lesbian, bisexual, and transgendered communities. *Executive Director: Mary A. Tolbert, George H. Atkinson Professor of Biblical Studies at Pacific School of Religion. The CLGS House is located at 1730 Scenic Avenue. Contact the Center at clgs@psr.edu, or call (510) 849-8206. The CLGS website address is www.clgs.org.*

CSRC: THE CENTER FOR THE STUDY OF RELIGION AND CULTURE

CSRC, formerly the Center for Hermeneutical Studies, founded in 1969 by a group of scholars from the GTU in response to growing awareness of the fragmentation and lack of direction in hermeneutical research, especially in the fields of Hellenistic studies, post-Biblical Judaism, and comparative work in early Christianity. In recent years, it has broadened its interests to a greater variety of historical and contemporary issues in the analysis of texts, ideas, culture, and society. *Co-Director: Christopher Ocker (SFTS). E-mail: ocker@sfts.edu.*

CTNS: THE CENTER FOR THEOLOGY AND THE NATURAL SCIENCES

Since its inception in 1981, the Center for Theology and the Natural Sciences has actively encouraged a creative and interactive dialogue between theology and the natural sciences. CTNS programs promote this dialogue through research, teaching, and public service. The scientific interests of CTNS lie in mainstream research in physics, cosmology, evolutionary and molecular biology, and environmental sciences. The theological focus is on the living beliefs and practices of those who stand within the rich Western religious traditions. Doctoral, MA, and MDiv level courses are taught at the GTU by Prof. Robert John Russell (Theology and Christian Spirituality), Prof. W. Mark Richardson (Theology), and Prof. Richard O. Randolph (Ethics). The Center supports doctoral and post-doctoral research. CTNS convenes international research conferences, public forums, and parish teaching events in the Bay Area. Through its J.K. Russell Fellowship, CTNS annually invites a senior scholar in science and religion to the GTU community for rigorous dialogue, teaching, and study. The Center is an affiliate of the GTU with an international membership of over 600. Its quarterly publication, *Theology and Science*, features scholarly articles and book reviews in the field, and the quarterly *CTNS News* keeps members informed of science and religion events around the world. Student memberships are offered at a discount. *Director: Robert Russell. Phone: (510) 848-8152. Fax: 848-2535; e-mail: ctnsinfo@ctns.org.*

IBS: THE INSTITUTE OF BUDDHIST STUDIES

The purpose of IBS is to provide a program of education and training for students wishing to pursue a career in the Shin Buddhist ministry, and for those wishing to study the Shin Buddhist tradition at the graduate level; to foster the development of Shin Buddhist thought in the religious, philosophical and social context of contemporary America. IBS offers a three year program of study of focusing on Contemporary Shin Buddhist Studies and culminating in a

degree of Master of Arts in Buddhist Studies, which is academically accredited and jointly administered with the GTU. This core program offers in addition a systematic treatment of other Buddhist traditions, a precise study of the writings of Shinran, and preparation in classical and modern Japanese. Students wishing to study other Buddhist traditions may take the Master of Arts in Buddhist Studies as a two-year program. IBS publishes *Pacific World*, an annual journal that treats a broad range of subject matter, including religious, cultural, historical and social/political topics, bearing on the Pure Land Buddhist tradition. The Institute also hosts symposia, conferences, and colloquia promoting the development of contemporary Shin Buddhist thoughts. IBS was affiliated with GTU in 1985. *Dean: Richard Payne. Phone: (650) 938-7192. Fax: 938-5937; e-mail: shinibs@aol.com.*

NCB: NEW COLLEGE BERKELEY

New College Berkeley offers programs and certificates in lay studies with an evangelical orientation. *Executive Director: Susan Phillips. Office: 2029 Durant Avenue. Phone: (510) 841-9386. Fax: 841-9776; e-mail: newcollege@aol.com*

PANA: THE INSTITUTE FOR LEADERSHIP DEVELOPMENT AND STUDY OF PACIFIC AND ASIAN NORTH AMERICAN RELIGION

Asians, Asian Americans, and Pacific Islanders have been an integral part of the Pacific School of Religion community from its inception. Many key leaders in Asian, Pacific, and North American Asian faith communities have been some of PSR's most outstanding graduates. Supported by a grant from the Henry Luce Foundation and generous gifts from Asian American Christians, the PANA Institute embodies PSR's commitment to contextually based theological education for leaders of historic and emerging faith communities. The Institute fosters an intellectual network among scholars, graduate students, and faith leaders, which are linked by Pacific and Asian North American religious and cultural traditions, and provides an ecumenical, transnational, theological, and educational center for leadership development. Through conferences, forums, publications, dialogue, and leadership training, the Institute coordinates ecumenical, inter-ethnic, and interfaith activities which bring to voice the distinctiveness of these various faith traditions while also acknowledging the deep spiritual kinship they share with one another. *Executive Director: Fumitaka Matsuoka, Robert Gordon Sproul Professor of Theology. Program Associate: Debbie Lee. For information, contact the PANA Institute at (510) 849-8288 or (800) 999-0528, or go to <http://www.psr.edu/community/PANA.html>.*

PAOI: THE PATRIARCH ATHENAGORAS ORTHODOX INSTITUTE

Incorporated in 1981 as the St. John the Divine Orthodox Divinity Institute, in affiliation with the GTU, its name was formally changed to the Patriarch Athenagoras Orthodox Institute in 1987. In 1993, by formal action of the Holy and Sacred Synod of the Ecumenical Patriarchate, it was named a Patriarchal Institute. PAOI is directly under the ecclesiastical jurisdiction of the Ecumenical Patriarchate of Constantinople, and is representative of the various Orthodox jurisdictions in the country. Its purpose is to embody a strong and visible presence within the GTU, interpreting the ancient and rich tradition of the Christian East. Its primary objective is to be an important center for the study and dissemination of Orthodox thought and culture. The Institute supports a full professorial chair at the GTU, the Alexander G. Spanos Chair in Eastern Orthodox Christianity. Course offerings are listed in the GTU Master Course Schedule. This faculty position enriches the possibilities for study of Orthodox Christianity by students throughout the GTU and provides programs in continuing education for Orthodox clergy. The Institute's library contains one of the best collections of materials relating to Eastern Orthodoxy in the United States, including more than 100 journals and serials. Endowment support provides for the Annual Distinguished Lectureship Series, symposia and other lectures covering the full range of Eastern Orthodox history, thought, and culture. The Chapel of St. Demetrios, located at the Institute, is the site for the regular celebration of the Divine Liturgy and provides a campus

ministry for Orthodox and other students at the GTU and UC Berkeley. *Director: Anton Vrame. Office: 2311 Hearst Avenue. Phone: (510) 649-3450. Fax: 841-6605; e-mail: paoui@gtu.edu.*

SAT: THE SCHOOL OF APPLIED THEOLOGY

SAT is a sabbatical program for ministers. Its courses are all workshops or short modules that are essentially condensed versions of many regular GTU courses (e.g. on pastoral counseling; the Enneagram; Scripture). These courses are not open to GTU students. *Dean: Bernard LoCoco. Location: 5890 Birch Court, Oakland, 94618. Phone: (510) 652-1651; (800) 831-0555. Fax: 420-0542; e-mail: satgtu@aol.com.*

CAL REC. CLUB ASSOCIATE MEMBERSHIPS (UC BERKELEY)

CAL REC CLUB MEMBERSHIPS FOR GTU STUDENTS, FACULTY AND STAFF

As a student, faculty, or staff member of the GTU you are welcome to join the Cal Rec Club, the Recreational Sports Facility's membership program. The Cal Rec Club Membership Office is located at 2301 Bancroft Way, Berkeley Campus. For more information visit <http://calbears.berkeley.edu>, email crinfo@berkeley.edu, or call (510) 642-7796.

Cal Rec Club Membership Benefits

- Cybex Weight Machines and Complete Free Weights
- Complimentary Day Use of Lockers
- StairMasters, Treadmills, Concept II Rowing Machines
- Handball, Racquetball, Squash Courts
- Precor Elliptical Trainers, LifeCycles
- Court and Field Reservation Services
- Basketball, Volleyball, Badminton, Table Tennis
- Newly Renovated Outdoor Track
- Weekend Orientations to Fitness Equipment
- Tennis Courts in Several Campus Locations
- Equipment Rentals and Pro Shop
- Towel Service
- Morning CAL Aerobics classes including yoga, step, Tai Chi, etc.
- Swimming at Spieker, Hearst, Golden Bear and Strawberry Canyon Pools
- Personal Trainers

The Department of Recreational Sports also offers discounts in the following programs: CAL Aerobics, Studio Cycling, Sports Clubs, instructional classes and services with Cal FIT, Cal Massage Therapy, outdoor activities with Cal Adventures.

Enrollment & Fees

GTU Students \$120/summer \$120/semester

Faculty & Staff \$185/summer \$185/semester or \$420 for entire year

CRC memberships are sold at the RSF Cashier's Station, 2301 Bancroft. Memberships are sold in semester cycles. To join, students must present a photo ID and a GTU ID card with a current registration sticker; thus, you may not join for a semester until you have registered, paid your fees, and received a current registration sticker. GTU faculty and staff must provide a photo ID and proof of associate affiliation for each semester of membership. Half and full size permanent lockers are available for an additional fee.

Cal Rec Club Membership Policies

- For entry into the RSF, all CRC members will be required to present their CRC membership card.
- The fee for a replacement card is \$15 (no cost for new card when renewing membership).
- Cancellation of membership must be requested at the CRC office within three days after joining. After the third business day, no cancellations or refund requests are accepted.

- Membership cards are non-transferable, and members may be required to present a photo ID along with the CRC card. Sharing membership cards will result in a fine and possible termination of membership.
- The RSF will be closed on University holidays and occasionally for special events and maintenance. Membership fees are established with these closures taken into consideration.
- Clearance of lockers may occur a few days before membership expires. Members will have access to the RSF and usage of day lockers until the expiration date. Day lockers must be cleared and locks returned daily to avoid a \$25 charge.
- Members must observe the CRC membership policies, as well as the rules and regulations of the RSF.

CHAN ESSAY CONTEST

The GTU has funds available to be awarded on the basis of competitions. This includes an essay contest open to all students in the GTU consortium, including Common MA students, with a prize of about \$3500. To enter, submit an original essay, a term paper for a course, or a chapter of a thesis or dissertation, with an introduction and conclusion to frame it as an independent essay. These are the criteria for evaluating entries:

- Genre: Within the specific genre (essay, sermon, term paper, chapter of a larger work), does the entry exhibit excellence?
- Topic: How well does the entry engage the issue of religion and economics?
- Creativity/contribution: Given the audience of the genre, how much of an original or creative contribution is made by the paper? Does it offer fresh insights or simply rehash materials readily available?

The Chan competition's purpose is to reward the thoughtful, creative work of students who are seeking to bring together theological (including ethical, biblical) reflection with economic issues and concerns. Watch the GTU Dean's Newsletter for announcements early in the fall semester. Also note that information regarding grants and scholarships is available in the GTU Student Affairs Office.

CONSORTIAL EVENTS

There are a few consortium-wide events during each academic year that are important for building the GTU community and ritually reaffirming the ideals of the consortium. These events, scheduled in the Extended Calendar and announced in the Dean's Newsletter, are:

COMMENCEMENT

GTU Commencement is held on the second Thursday of May. There is a formal academic procession, including the school banners, music, student speakers, and a celebration of the achievements of our graduates.

CONVOCATION

The Opening Convocation, followed by a reception, is normally held the third week of classes in September. Traditionally, new students, new faculty, and GTU visiting scholars are the special guests at the reception.

DISTINGUISHED FACULTY LECTURE

Each year (usually in mid- November) the faculty of the Member Schools nominate distinguished faculty from outside their school who they feel embody the scholarly standards, teaching excellence, and commitment to ecumenism that define the GTU. The nominations are considered by the Council of Deans who elects the next year's Distinguished Faculty Lecturer.

FACULTY-STUDENT COLLOQUIA

This series offers an opportunity for interdisciplinary discussion among faculty and students of a faculty member's work in progress or recent work.

READING OF THE SACRED TEXTS

"What Makes a Text Sacred?," John Pairman Brown's presentation for the Friends of GTU's Flora Lamson Hewlett Library in 1993, gave rise to a series of explorations of sacred texts. Each year since then, the Friends have invited a speaker with a particular connection to a "sacred text," written or oral, traditional or new, within a canon of scriptures or drawn from outside a religious tradition. The presentations, usually held each February, provide fresh insights into the words that shape our sense of the sacred. They are open to the general public as well as to the GTU community.

SURJIT SINGH LECTURE ON RELIGION AND CULTURE

Usually held in the first half of November, this endowed lectureship brings to the GTU a distinguished scholar/church leader to address religion and culture from a cross-cultural perspective. This is one of the major interreligious or "broader ecumenical" events of the GTU year.

COUNSELING SERVICES

While there are many Bay Area resources for counseling services, two Counseling Centers address their services to the GTU community.

THE CALIFORNIA COUNSELING INSTITUTE

The California Counseling Institute has an office at All Souls Episcopal Church at 2200 Cedar Street in Berkeley. The institute provides psychotherapy for people facing a variety of life situations, including relationship and family concerns, career choices, depression, anxiety, financial pressures, life transitions, losses, and grief. The Institute is dedicated to the healing transformation that the disciplines of psychotherapy and religious spirituality can offer persons who seek to grow as individuals and as individuals in relationships. The Institute has its roots within the Judeo-Christian heritage of the Episcopal Church. Church people and those not affiliated with church structures or traditional religious beliefs are welcome. For information call 510-704-8046.

THE LLOYD CENTER PASTORAL COUNSELING SERVICE

The Lloyd Center is an integral part of San Francisco Theological Seminary. The purpose of the center is to serve the Seminary and lay persons, pastors, and churches from the community. Pastoral counseling, spiritual direction, psychotherapy, and career counseling for individuals, couples, families, and groups are included in the services provided. The Lloyd Center welcomes people of all faiths as well as those without commitment to a particular faith tradition. The center is an accredited Service Center of the American Association of Pastoral Counselors. It is located on the campus of SFTS at 15 Austin Avenue, San Anselmo, CA 94960. Services are by appointment only. Call 415-258-6652.

FACULTY

The faculty are your most important resource for succeeding in the MA Program. The resources of the GTU faculty are immense in their range and variety—giving both an interreligious/ecumenical dimension and a broader intellectual dimension to theological education. The GTU has a common Master Course Schedule and cross-registration agreements among its members. Thus the approximately 700 courses taught annually by 131 consortial faculty and over 100 adjuncts will almost all be resources for your studies (keep in mind that practical courses in ministry and 1.5 unit courses do not count toward the MA requirements).

The GTU ecumenical structure enhances the education of our students. Whether or not your topic of interest is defined denominationally, we believe that a perspective from a second denomination, order, or religion assists in the formation of a critical perspective on one's studies. Thus we have a requirement that one member of the Thesis Committee come from outside the School of Affiliation.

You will thus want to take some courses with faculty outside of your School of Affiliation to learn more about their approaches and to consider them as potential Thesis Committee members. A helpful resource for students in finding faculty to work with them is the GTU website: www.gtu.edu, which includes pertinent information about GTU faculty, their research interests, and publications. Entering students receive a copy at orientation. Copies are available for your perusal from the Registrar at your School of Affiliation.

LIBRARY : FLORA LAMSON HEWLETT LIBRARY, GTU

LIBRARY RESOURCES

THE LIBRARY WEB SITE

<http://library.gtu.edu>

Information about our hours and other services may be found on the GTU Library web site. From the home page, you may link to GRACE, the GTU Library catalog, to electronic resources available via the Internet, to tutorials and handouts on a variety of research topics, or to other useful sites on the Internet. Notices regarding special closings or other news will also appear on the library's home page.

HOW TO GET A LIBRARY CARD

<http://library.gtu.edu/services/borrow.html>

Students, faculty, and staff should bring their GTU ID card with the current semester's registration sticker to the library. The ID card will be barcoded and laminated; you can then use it as your library card. You may wait until the first time that you wish to check out books to do all this.

The GTU Library card may be used for borrowing materials from both the Hewlett Library in Berkeley (commonly called "the GTU Library") and its branch library at the San Francisco Theological Seminary ("the SFTS Library").

Fines are charged on overdue, lost, or damaged materials. For more information about recalling materials, placing holds, or other borrowing procedures, see the web page above.

GRACE, THE LIBRARY CATALOG

<http://grace.gtu.edu/>

You can see what materials the library owns by searching the library's online catalog, GRACE. Books may be looked up by author, title, subject, keyword, or call number. Books in the GTU Library are arranged on the shelf according to the Library of Congress call number system, the system used by academic libraries in the U.S. (To understand more about call numbers, see <http://library.gtu.edu/tutorials/callnumbers.pdf> or attend a library workshop.)

RESEARCH DATABASES

<http://library.gtu.edu/databases.html>

The GTU Library subscribes to databases that provide access to journal indexes, full-text journal articles, electronic encyclopedias, and images. These databases are available via the Internet. Anyone may access these databases while in the library, but remote access from home is restricted to GTU students, faculty, visiting scholars, and staff.

RESERVE BOOKS

<http://grace.gtu.edu/search/>

Books or articles placed on reserve for a class are shelved at the Circulation Desk. To request an item on reserve, you must know its call number. Look up the call number on GRACE, either by the course number or the professor's name. See the special links on GRACE to course reserves.

RESEARCH ASSISTANCE

<http://library.gtu.edu/reference/index.html>

The Reference Desk is located on Level 2 of the GTU Library. Reference Desk staff is ready and willing to help library users. The desk is staffed Monday through Thursday, 9:00 a.m. to 6:00 p.m. and Friday from 9:00 a.m. to 5:00 p.m. during semesters. For example, we can show you how to:

- use GRACE or electronic databases
- find a book or journal article
- decipher a journal citation
- get started on a research project

P.A.T.H. (Paper and Thesis Help) is a one-on-one consultation with a Reference Librarian for getting started with research on a particular topic. This service is available by appointment during Reference Desk hours.

WORKSHOPS

<http://library.gtu.edu/reference/workshops.html>

Library workshops, conducted in the Teaching Lab on Level 2 of the GTU Library, are offered throughout the school year. Topics include: searching the library catalog, using indexes to find journal articles and book reviews, and getting started on Biblical research. See the current semester's schedule and a full description of each workshop on our webpage.

INTERLIBRARY LOAN

<http://library.gtu.edu/services/ILL.html>

Materials not found at the GTU Library or at the UC Berkeley Library can be obtained for you from another library. This service is called Interlibrary Loan (ILL). ILL requests may be made at the Reference Desk. This service is only available to GTU students, faculty, visiting scholars, and staff.

AUDIO-VISUAL MEDIA AND MICROFORMS

The Library has a variety of non-book materials: videos, DVDs, CDs, audiocassettes, filmstrips, kits, and slides. To see if we have a specific title, look it up on GRACE. Most materials circulate, but they may also be viewed or listened to in the Audiovisual Room on Level 2 of the GTU Library.

The microfilm and microfiche collection and reader/printer are located on Level 1. Copies made from the reader/printer are 15 cents per page and may be paid for at the Circulation Desk.

COMPUTERS IN THE LIBRARY

At the GTU Library, four GRACE stations are located around the circular atrium. Five stations on the east side of Level 2 are for the Library's CD-ROM databases and other research purposes only. The five stations on the west side of Level 2 are general-use Internet stations; time limits are set for use (see <http://library.gtu.edu/services/internet.html>). The Teaching Lab is reserved for class and workshop use only. There are no facilities for word processing, reading files on disks, or viewing personal CD-ROMs.

At the Branch Library at SFTS, computers in the public areas may be used for searching GRACE, databases, or the Internet. A computer lab adjacent to the library is available for additional use.

PHOTOCOPIERS

Photocopy machines are located on Levels 1 and 2. These machines accept copy cards, which may be purchased from a vending machine located next to the copiers on Level 2, or you may use cash.

STUDY AREAS

On Level 1, two study rooms are available to GTU students and faculty for group or personal study. A sign-up sheet and keys for these rooms are kept at the Circulation Desk.

LOCKERS

GTU students may check out a locker key from the Circulation Desk at the beginning of each semester. No personal items or library books may be stored in the study carrels; lockers are available for this purpose. Lockers are located on Level 1.

THE UNIVERSITY OF CALIFORNIA, BERKELEY LIBRARY AND STANFORD UNIVERSITY LIBRARY

<http://library.gtu.edu/services/ucb.html>

Pick up a handout at the library or see the web page, "The University of California, Berkeley Library and Stanford University Library: A Guide for GTU Students, Faculty, and Visiting Scholars," for a description of the resources available to GTU students at these libraries. GTU students may borrow materials from these libraries at no charge. GTU librarians offer a tour of the UCB libraries during Orientation Week.

The libraries of the GTU and UCB have a cooperative agreement for purchasing materials: UCB depends on the GTU Library in some fields, and the GTU Library depends on the UCB Library in others. Depending on your interests and the courses you take, the collections of the UCB Library may be an important part of your work.

MAILBOXES

MA mailboxes are located in the School of Affiliation; students in the Jewish Studies MA are assigned boxes at the GTU in the student lounge (located on the lower floor of 2465 LeConte; entrance is at the back of the building). MA students in Jewish Studies have access to their boxes between 9:00 a.m. and 10:00 p.m., Monday through Friday, when the GTU is in session. In these boxes you will find many notices about events and activities in the GTU, publications such as GTU Events, and so forth. Because the student lounge is locked, only other students and GTU staff will have access to your mailbox.

Your mailbox is an important communication link at the GTU. It is the most efficient way to notify you of upcoming events, policy and procedure changes, and other important information. We suggest that you check your mailbox frequently. You will receive important information in your mailboxes that you will not receive elsewhere.

If you are a student in the MA in Jewish Studies and it is impossible for you to check your mailbox because you live outside the Bay Area and are not taking classes, you may make a request in writing to the Academic Secretary to have your mail be sent elsewhere. Otherwise it will be sent to your GTU box.

PUBLICATIONS

BULLETIN BOARDS

There are a number of bulletin boards in the GTU which contain key information, and on which you can post information or messages for others. For key information, watch:

- The GTU Student Affairs Bulletin Board, which posts job and fellowship opportunities, reminders about workshops and conferences, and other student-related announcements. Note: more information about fellowship opportunities is compiled in binders by the Dean of Students. The bulletin board and the binders are located in the Student Affairs Office in the LeConte Building.
- The Library Bulletin Board at the end of the circulation desk, which has a detailed posting of events for the GTU community (maintained by the Reference Desk staff). If you have items for posting, please leave them at the Reference Desk.
- The Library Bulletin Board near the Author-Title Catalog, which lists events in the Bay Area (maintained by the Reference Desk staff). If you have items for posting, please leave them at the Reference Desk.
- The Library Bulletin Board on level one near the lockers, behind the stairwell, which lists art and music events (maintained by the Reference Desk staff). If you have items for posting, please leave them at the Reference Desk.

CURRENTS

Currents is a tri-annual publication of the Advancement Office that includes feature articles about various aspects and personalities of the GTU as a consortium. *Currents* is an excellent way to get a feel of the consortium and where it is headed, and also to expand your general knowledge of the richness and vision of the GTU. Current and back issues of *Currents* are available at www.gtu.edu.

THE DEAN'S NEWSLETTER

The Dean's Newsletter is issued the first week of September, October, November, December, February, March, April, and May, and is electronically delivered to your email box. This newsletter includes news of significant consortial events and activities, issues and developments in the Dean's Office, deadlines, and award opportunities. *The Dean's Newsletter* is also posted on the GTU website.

DIRECTORY

Published each fall after the student data cards have been entered into the computer, the GTU Directory gives addresses and phone numbers of Schools and offices in the consortium, and the home addresses and phone numbers of all staff, faculty, and students who have authorized the publication of that information. Students and faculty members are issued a Directory-CJS and special MA students can pick up their copies at the Student Affairs Office in the LeConte Building; all other MA students will receive copies at their Schools of Affiliation.

EXTENDED CALENDAR

The GTU Extended Calendar, published annually, lists the major academic deadlines, gives the academic calendar, the times of major events and lectures, and the dates of library closings.

GTU EVENTS

Published monthly in electronic form and biannually in paper by the Advancement Office, *GTU Events* features a variety of colloquia, conversations, conferences, lectures, and other "occasions" of the GTU community. Any group in the GTU wishing to publicize an event can submit a brief announcement to the office by the announced deadline.

SCHOOLS, AFFILIATES, CENTERS

Each School, affiliate and center has its own publications and newsletters. If your background and professional direction create a special interest in certain Schools, affiliates, or programs in the consortium, be sure to visit them and get on their mailing lists.

WEBSITE

A wealth of information about the GTU consortium, the library, member schools, faculty, and GTU programs can be found on the GTU website. Visit the website for the most complete and updated events calendar; consortial chapel services; recent lectures and addresses; and more (www.gtu.edu).

STUDENT ORGANIZATIONS & SERVICES

THE EVANGELICAL ROUND TABLE

The Evangelical Round Table provides a gathering place for dialogue about evangelicalism and the experience of evangelicals at the GTU. It seeks to help GTU evangelicals better understand and appreciate their own broad diversity as representatives of a wide range of evangelical traditions, to grow in the depth and precision of their own theological and pastoral convictions, and to cultivate their ability to dialogue with other traditions in a mutually beneficial way. Students, faculty, and staff are invited to join the ongoing discussion of the pitfalls and possibilities of life as evangelicals on Holy Hill. *Contact: Bonnie Johnston at CTNS (510) 848-8152 or Russell Yee, ABSW adjunct professor, at ryee@att.net.*

KOREAN STUDENT ASSOCIATION

GTU Korean Student Association (GTU KSA) is a group established to serve Korean-American and Korean students pursuing various degrees from GTU member schools. The main purpose of

the Association is to share Korean cultural heritages with GTU community and to foster the interaction among the members. Due to the diversity in denominations, GTU KSA facilitates the networking and an ecumenical dialogue among the membership. The students actively participate in local Korean congregations in the Bay Area and bring theological richness to the churches.

The activities of GTU KSA include traditional Korean Dinners, area discussions, and public lectures. The Association also leads worship services for GTU member schools as well as cultural celebrations for the community. *Contact: Wonyuol Lyu (510) 548-7199 (wonlyu@hotmail.com).*

PSR CHORALE

The PSR Chorale is open to all GTU students, faculty, spouses and friends. No audition is required, although the director personally interviews each member, which includes a vocal warm-up. The Chorale provides training in choral singing, which may give practical experiences for work in the ministry. It is also offered as a course in music and liturgy. The Chorale practices on Monday evenings, from 6:00 - 7:30 p.m. in the PSR Chapel, and performs for Tuesday morning Chapel services and for two major liturgies per year (“Advent Lessons and Carols” and the “Spring Sing”). For more information, please call 848-0528.

TREES

The Theological Roundtable on Ecological Ethics and Spirituality (TREES) is a GTU student-based religious organization raising awareness about issues that impact the ecological future of the earth. For more information e-mail trees@gtu.edu or visit the TREES web site: <http://www.gtu.edu/studentgroups/trees/>

UC BERKELEY NIGHT ESCORT SERVICE

The UCB Night Escort Service also services GTU. They will walk you to your car, a shuttle bus, public transportation, or home if you live nearby. Call **642-WALK from 6:00 p.m. - 2:00 a.m.** Boundaries for the service are: Cedar (north), Parker (south), Shattuck (west) and Prospect (east).

VII. ALUMNI RESOURCES

THE ALUM ASSOCIATION AND THE ADVANCEMENT OFFICE

The completion of your work here need not mean the end of your association with the Graduate Theological Union. Upon graduation, you are admitted without charge to the Alum Association. The Council of the Alum Association has a threefold mission: to maintain and strengthen the ties between the GTU and its graduates, to increase national and international awareness of the GTU through its alums, and to assist the GTU in providing financial aid to current and future students. The Council sponsors a number of ongoing programs, including the AAR/SBL Conference Reception, a Regional Contact Program, an Alum scholarship fund, annual student reception, and representation on the Board of Trustees. Call the GTU Advancement Office at 649-2420 for more information about these opportunities.

Appendix 1: COMMON WISDOM AND ADVICE

A. ON BEING AN MA STUDENT

The MA student is a graduate student engaged in an academic program of study and reflection. The MA is not the structured, guided general education of undergraduate studies. Faculty presume that the MA student is mature, intellectually motivated, has basic study skills, and self-discipline.

The PhD and ThD degrees are the primary mission of the GTU faculty, but the MA student benefits from the courses and academic resources amassed for these degrees. Although the program is structured with requirements, it is also deliberately flexible to allow each student to work with an academic advisor to design a program that fits their goals. More like the doctoral programs in this regard, it is an individually tailored course of study leading to a specialized piece of research and reflection—the MA thesis.

Students are urged to use the freedom of the program, under the close guidance of their advisors and their School of Affiliation faculty, to explore the academic opportunities of the GTU.

B. ESTABLISHING YOUR TIME LINE

Your first months here are a good time to get to know faculty and other students in the program—particularly those in your Area of specialization. Give yourself some time to get adjusted, to land here, to get the “feel” of the place.

Talk to the faculty who offer courses on topics that you are interested in, ask questions, soak up impressions and facts. Get to know your advisor: in most cases, they will be a very good source of information. Go to the bookstore and check reading lists to see what certain faculty are having their students read. Also, go to the Library and check on reserve materials for courses you may be interested in taking at some point in your program. And test the data that you gather from the faculty, Master Course Schedule, catalog, and reading list against what other students have to say about their own experiences here.

During the first semester, work to create a (tentative) time line for your program. This is best done in conversation with your advisor. Within the framework of this proposed time line, you can begin to see what type of study needs to be done first, second, etc. By beginning to fill in the pieces of the “big picture” as you see it, decisions along the way become easier to make.

Early in your second year, you and your advisor should review your progress toward completion of requirements and draw up a sound plan for completion. It is advisable to review the MA Program Checklist with the MA Program Coordinator in the second year so that you are confident that you will have completed requirements in a timely fashion.

C. IMPORTANCE OF COURSES/FACULTY/OTHER STUDENTS

1. COURSEWORK

Taking courses is not just about learning material. Learning the material covered in a course is important, certainly, but there is more to course work in a well-planned GTU master’s program. There is great value in a classroom setting simply because it creates an opportunity for people to get to know one another.

2. FACULTY RELATIONSHIPS

The classroom is the context in which the faculty will get to know you and your work, and you will get to know the faculty. This is important as you look forward to the eventual formation of your Thesis Committee. Faculty members are much more likely to be willing to work on your Thesis Committee if they already have some experience of you, your academic interests, and your capabilities. And knowing a faculty member's style and area of specialization is valuable information, helping you to make wise and confident decisions.

3. STUDENT RELATIONSHIPS

Other students are also a great source of information on the GTU master's program. Where better to meet them than in the classroom? When gathering information about courses and faculty, do not overlook the ever-present, often-changing oral tradition. "The word on the street" has time and again helped both new and continuing students to make wise choices in their programs.

D. LANGUAGE REQUIREMENT

The language requirement must be fulfilled before you can form your Thesis Committee. Some common wisdom may help you in dealing with the language requirement.

1. GOALS OF LANGUAGE STUDY

Beyond the fact that everyone must fulfill the requirements, you would do well to decide on your own personal goal regarding language study. Do you want to do only what is necessary to satisfy the requirements as quickly as possible? Do you want to acquire a usable skill, even a highly developed skill for your future work? Consider the needs of your field or area of research, and if you plan to continue your academic career. Ask your professors and other students about their experiences in language study.

2. PREPARATION

The following suggestions may help reduce any anxiety you feel about taking the language exams.

Coursework

Courses are useful to help prepare for the translation exam, and some may also serve to fulfill the modern language requirement.

Practice Exams

Practice translating previous exams; though some exams are more difficult than others, this may help you measure your progress concretely. You can find examples of the 400 word exams in the GTU Library (Ref. BV 4070 G; in green binders). They allow you to see the range of exams given and to test your own skills against them.

Talk with Students who have taken the Exam

Talk with as many people as possible about the experience of taking whatever exam you intend to take. This includes mainly students, but faculty may also be of help.

Tutors

Tutors are readily available; check bulletin boards and other channels of communication for information. The GTU Student Affairs Office has a list of a few tutors in some languages who have been recommended by other students.

3. EXAM STRATEGIES

Some strategies may be helpful to you when you take the exam.

- Take some time to **look over the two texts from which you may choose one to translate.** Often the subject matter will influence your ability to follow the article's argument and thus to provide a good translation. Shorter does not always mean easier.
- Try to balance conveying the overall coherence and sense of the article with attention to specific words and phrases to be translated. **It is important that your final product read well in English while accurately translating the original language.**
- **You are allowed three hours for the exam. Consider ahead of time the best way to use the time allotted:** whether you will do better to work fast through a first version, then take time to "polish" and recopy; or to work slowly with little need to revise or recopy.
- **Finish translating the entire passage.** Failure to do so automatically means failure of the exam.

A Final Word: No matter what this stage of the program means for you, the common wisdom is to get through it as early as you possibly can. Putting off this requirement can severely impede your progress in the program.

E. THESIS

1. HOW TO SELECT A TOPIC

Perhaps one of the most difficult steps in the thesis process is selecting a topic. Some students have already formulated a question in their minds before entering their MA Program while other students need some time to explore various areas of interest. In either case, your first year of graduate work at the GTU generally raises many important questions, each containing the seeds of a potential thesis topic.

You might begin by making a list of subjects that have sparked your interest and that you might like to spend more concentrated time studying. Once this list has been generated, it is time to begin narrowing it down. Here are some things that you might want to consider in making this decision.

Determine the Feasibility of Doing This Study

- Are there adequate library and faculty resources available for your research?
- Do you have the methodological skills and tools to work well with the material?
- Is the topic manageable?
- Is it so limited that you will not be able to say anything substantial about it or is it so broad that you cannot get a handle on what aspects are important enough to investigate?
- Do you have a clear enough focus to adequately address it in a reasonable time frame?

Determine Your Level of Interest in This Study

- Does this topic engage you?
- Will you be able to sustain interest in this topic for the long-haul, through the research and through the writing?
- Does it have some connection with your life (previous to graduate school or in the future)?
- Will this study in some way contribute to your professional plans?

Determine the Intellectual Merit of This Study

- Will your thesis make a contribution to your academic field?
- Will it help to clarify some issues for your own intellectual development?
- A thesis normally will not involve original *discovery*, but it does require disciplined reflection.

Clearly, no one topic will be able to fulfill all these qualifications; however, it should have a strong grounding in each of these areas.

2. HOW TO PICK A THESIS COMMITTEE

Identifying your Thesis Committee members is the next logical step after your thesis topic has been selected. Remember that for a thesis to be passed “with honors,” there must be a third reader who attends the defense and concurs in the award.

Which faculty have the expertise my topic requires?

Generate a list of professors working in your chosen field or in a related field by consulting the catalog, faculty pages on the GTU website, or by seeking the recommendations of other students and professors. Make appointments with them to introduce yourself and your topic. Afterwards, go through your list of professors and ask yourself: How do I feel about working with this individual? Am I comfortable with this person and is this person comfortable with me? Does this person have a genuine interest in me and my work? **Do not forget that the chair of your Thesis Committee must come from your School of Affiliation and the second member from a GTU School outside your School of Affiliation, and the third member either inside or outside the GTU (with proper credentials).**

Does this person have time to work with me?

Will this person be available for the duration of my project or are they retiring, going on sabbatical, etc.?

How do the potential members of my Thesis Committee get along with each other?

It is important that the members of your **Thesis Committee** work well together and that they think along similar lines. Obviously, members will have differing opinions and that is both healthy and expected. However, you do not want to get yourself in the position of writing three different pieces of work. Be sure that your Thesis Committee Coordinator concurs with your choice of the other **Thesis Committee** members.

3. HOW TO WORK WITH THE THESIS OR EXAM COMMITTEE

Set up an initial meeting with each of your Thesis Committee members and decide how you are going to work together. If this is not possible, clarify the issues listed here with each of them. If there are serious differences in expectations, work these out with your Thesis Committee Coordinator (or Primary Examiner for MA students in Biblical Languages). As for many other students, this may be your first time working with an academic committee and you may feel a bit awkward and perhaps even intimidated by negotiating with a professor face to face. Relax. Much of the anxiety is simply in not knowing what to expect. Therefore, begin by clarifying your expectations. By the end of your first meeting, all parties should clearly understand how they will be contributing to this thesis project.

Positive Thesis Committee interaction is no accident. Producing clear expectations that are mutually agreed upon during the initial meetings with your committee members is key to a successful committee experience. Therefore, we have provided some suggested questions that may help you in clarifying working relationships with your committee members.

- When can Thesis Committee members expect to see some of your work? Create a time line for your thesis with your committee members.
- How much lead time does each professor need to examine your work? Obviously, a lot depends on how lengthy your work is and at what time of year you turn it in. Do not expect to be a professor’s top priority. You may, in fact, need to do some reminding. Both

graduate students and professors have tight schedules. However, this is your project and what gets done is largely due to your initiative. Planning for these types of delays can relieve some of the stress for both you and your committee members.

- Ask your professor about their style of feedback. Will it be written or verbal or both?
- What kind of work should be turned in? Only turn in work that has already been proofread and is in an acceptable academic form.
- How much work should be turned in at a time? This question varies depending upon your stage in the writing process and what kind of time line you have worked out with your individual committee members.

During the initial stages of your writing, you will probably want to consult more frequently with Thesis Committee members as you begin focusing in on your project. However, it is not uncommon for second and third readers to wait until after your thesis is completed before actually reviewing it. Perhaps, too, it is important to ask yourself, "How often do I need feedback?" Some people need more direction and encouragement than others. However, to avoid any last-minute surprises, it is a good idea to let your committee critique your work at regular intervals.

Remember to use your Thesis Committee members' time wisely. Come prepared for your meetings and have your questions ready. Keep in mind that the more clearly you are able to state your needs, the more likely you are to have them met.

4. RESEARCH

Once your topic has been clearly identified and your Thesis Committee members are in place, move on to your research. Begin by identifying your primary bibliographic resources. Your Thesis Committee members can help you with this task. Selecting key sources is perhaps the most time saving task you can accomplish. Most people, when beginning research on a topic they are passionately interested in, want to read everything they can get their hands on. However, unfocused research may cost valuable time. Once your thesis outline has been created, decide which sources you will use for each chapter. As your work progresses, your plan, of course, may change. The point is to set some limits by deciding which materials contribute most to your project.

Also, be sure to consult with the GTU library staff. They can acquaint you with the latest research tools and techniques, again saving you a great deal of time and energy. The library offers P.A.T.H., paper and thesis help, which can be scheduled at the reference desk. These are very useful customized one-on-one sessions which are a great help in collecting a bibliography.

5. WRITING

Eventually, you will look down on your pile of notes and look up at the calendar and ask yourself, "Am I done with my research?" Of course not! Research is never done; but there comes a time when you simply have to draw the line and commit yourself to the writing process.

This is your work! Writing a thesis is plain hard work—and work which has its own kinds of "blocks", including writer's block. The reprint from UCB's "The Graduate" called "Writing Your Thesis" (available in the Student Affairs Office and at UCB's Graduate Division Office) offers some valuable tips for getting the writing done. To summarize its main point: write!—no_matter how little at a time or how much what you write seems like what you "ought" to be writing, just get something down on paper. And for GTU students, many of whom feel called to other work, another key point is to "respect thesis writing as your job", for whatever

whatever time you have decided to spend on it in a given day or week.

6. TYPING THE THESIS

Before your writing gets underway, you will need to determine your typing and computer needs.

- 1) **Word Processing Services:** Know your budget and the physical format requirements for your thesis (physical format requirement sheet is available in the Dean's Office) before you begin searching for a typing service. Consult with people you know for possible recommendations and check local bulletin boards in and around the GTU. Some people offering word processing services are former GTU students and they are already familiar with the standard GTU thesis format. In either case, there are good word processing people available. Fees range anywhere from \$2-3 dollars per page or \$25-30 per hour (6-10 pages typed per hour). Editing is not included in the standard typing fee. If you wish to have your work edited and typed, plan on spending an additional \$10 per hour. Larger projects, like a thesis, generally take a week to be typed. Remember this when attempting to meet your scheduled deadlines.
- 2) **Computer Needs:** A practical matter: Think through the computer system or other means with which you will produce your thesis. Does it have all the capabilities you will need not just to begin but to finish? This includes memory capacity, capability of handling long documents, bibliographical capabilities, print quality. If you plan to work on one system but produce the final copies on another system, be sure the two are compatible and will not require you to make too many last-minute adjustments. Laser printers, for example, often require different formatting and pagination than other printers. Finally, plan to keep multiple copies of your work in various places as you go along. There are too many horror stories of lost manuscripts, erased or flawed disks, etc.

7. DEVELOPING A WRITING SCHEDULE

Time management skills become increasingly important when working independently. Some students, while formulating their semester course schedules, find it helpful to incorporate blocks of time for their writing as they would for any other course they planned on taking. Only you know how much time you are going to need to complete your thesis. Develop your own personal time line. Chances are you will need to readjust your time line as you go along, but this gives you a framework in which to begin. Map out your deadlines for each chapter and share the prospective dates with your Thesis Committee members so they know when they can expect to see some of your work. You may also want to consider sharing your deadlines with others who will help support you in keeping them.

8. FORMING A SUPPORT NETWORK

Working independently for long periods of time can become lonely and frustrating at times. Some students have found it helpful to meet with other MA thesis writers in order to share ideas and offer one another support. To form a thesis writers group, check with some friends or ask for a current list of second-year MA students from your School of Affiliation.

9. YOUR DEFENSE

Once your research and writing have been completed, try to relax for the defense. You will not, of course, want to be completely idle in the weeks beforehand. Do review your work, and especially try to anticipate areas of it that one or more of your committee members will want to question you about or challenge you. Some students find that they can actually

discuss these points with the members beforehand—at least to get some idea of potential problems or discussion topics.

Appendix 2: GTU INSTITUTIONAL POLICIES ON THE GTU WEBSITE

For the full and current text of these policies, check the GTU website and look under "Academic Degrees and Programs" and go to "Registrar" to "Policy Statement" (except where otherwise noted)

- ACCOMODATIONS FOR DIFFERENTLY-ABLED STUDENTS (STUDENTS WITH DISABILITIES) - On GTU Website under "Students" and scroll down to the bottom of the page under "Student Life"
- CAMPUS SAFETY AND CRIME REPORT
- CONSORTIAL REGISTRATION POLICIES: INCLUDES LATE REGISTRATION, CHANGES OF ENROLLMENT, INCOMPLETES,
- FERPA
- GTU TUITION REFUND POLICY
- GTU/HNC CROSS-REGISTRATION AGREEMENT
- GTU/UCB CROSS-REGISTRATION AGREEMENT
- HANDICAPPED ACCESS
- MANDATORY DRUG-FREE NOTIFICATION
- PART-TIME ENROLLMENT, LEAVE OF ABSENCE, WITHDRAWAL, REINSTATEMENT, AND TERMINATION FROM GTU PROGRAMS
- RELIGIOUS HOLIDAYS
- UCB RECREATION CLUB