

# GRADUATE THEOLOGY

## Saint John's School of Theology and Seminary

The School of Theology and Seminary is both a graduate school of theology and a seminary in the Roman Catholic, Benedictine tradition offering both degree and non-degree graduate programs (<https://catalog.csbsju.edu/catalog/academic-departments/theology-graduate/>).

### Mission

Saint John's School of Theology and Seminary, rooted in the Roman Catholic and Benedictine traditions and the ecumenical and liturgical heritage of Saint John's Abbey, fosters study and prayer in a community of learners.

As a community of faith and hope, we, the faculty, staff, and students of Saint John's School of Theology and Seminary, worship God and celebrate the life, death, and resurrection of our Lord Jesus Christ through the power of the Holy Spirit.

As an academic community relying on the wisdom of the same Holy Spirit, we root ourselves in the Christian tradition, and interpret that legacy in light of the Roman Catholic and Benedictine heritage passed on to us by Saint John's Abbey with its rich theological, liturgical and ecumenical history.

We commit ourselves to academic, spiritual, pastoral, and professional formation so we might serve the church in lay and ordained ministry and thus use our diverse gifts for the transformation of our world.

We dedicate ourselves to a life-long pursuit of wisdom so we might progress in Christian faith and "run on the paths of God's commandments, our hearts expanding with the inexpressible delight of love" (Prologue, Rule of Benedict). Description "Listen." Thus began Saint Benedict's famous Rule. Today, nearly 1500 years later, his simple insight that spiritual and intellectual growth begin with an open heart continues to inspire his readers and inform what we do. Truly, Saint John's School of Theology and Seminary is a place for opening the Word of God, seeing Christ in others, and taking on new experiences and challenges.

And while there is a rare and palpable rhythm to life on campus involving daily prayer, life in community, and hospitality, Saint John's is not a place to retreat from the world, but rather a place that prepares men and women to engage the world.

## Admission Requirements

The application and recommendations should be submitted electronically whenever possible. Official transcripts may be mailed to:

Director of Admission  
Saint John's School of Theology and Seminary  
P.O. Box 7288  
Collegeville, MN 56321

Most other documents can be submitted as email attachments to [gradschool@csbsju.edu](mailto:gradschool@csbsju.edu).

### Applicants for M.A., M.Div., and M.T.S.

1. A completed application form (<http://www.csbsju.edu/sot/admission-and-financial-aid/graduate-studies-application/>).
2. A bachelor's degree from an accredited college or the equivalent.

- Applicants for the Master of Arts in Liturgical Music: A bachelor's degree in music or the equivalent from an accredited institution
3. Official transcripts of post-secondary coursework sent directly from the Registrar's Office to the Director of Admission for the School of Theology and Seminary (see address above).
  4. Three letters of recommendation from educational or professional contacts who can attest to the academic ability, leadership qualities, communication skills, and overall readiness of the applicant for graduate theological study. Click on the link, copy and paste the url into an email to your recommenders: Recommendation Form (<http://www.csbsju.edu/sot/sem/admission-and-financial-aid/recommendation-form/>). **Note:** Recommendations are reserved for those who have the right to review documents in the applicant's admission file. The applicant waives access to the information.
    - Lay applicants for the Master of Divinity: One of the three letters must come from an employer who can speak to the applicant's potential for ministry.
    - Applicants for the Master of Arts in Liturgical Music: Two of the three letters must come from music instructors.
    - Applicants from religious communities: One of the three letters must come from a major superior.

Results of either the Miller Analogy Test (MAT) (<http://www.pearsonassessments.com/professional-assessments.html>) or the Graduate Record Exam (GRE) (<http://www.ets.org/gre.html>) sent directly to the director of admission for the School of Theology and Seminary (Institutional Code: 6624; Department Code: 4902).

The MAT/GRE requirement is waived for applicants who already have a masters and/or doctorate degree(s).

5. International students generally demonstrate proficiency in the English language with the TOEFL (Test of English as a Foreign Language) (<https://www.ets.org/toefl.html>) or MELAB (Michigan English Language Assessment Battery) should be sent directly to the director of admission for the School of Theology and Seminary.
6. Typewritten narrative of 1250 to 1500 words: Describe the life experiences that have had a significant impact on your personal growth and development with particular attention to the ways these experiences have revealed both your strengths and areas for improvement. Describe your view of the Church in the next decade and the role you might have in the ministry of the Church. Outline the desired goals you wish to achieve at Saint John's and how Saint John's can assist in the fulfillment of your personal, professional, and educational goals.
7. Résumé outlining personal, educational and professional backgrounds.
8. List of books and articles read in the previous three years.
9. Applicants for the Master of Arts in Liturgical Music: An audition and interview with the music faculty is required. Entrance Expectations: Audition and Interview (<http://www.csbsju.edu/Documents/SOT/admissions/Entrance%20Expectations%20for%20Liturgical%20Music.pdf>)

### Priesthood Candidates

Admission requirements for degree applicants, outlined above, are required for priesthood candidates as well as the following documents:

1. One of the three recommendations must come from the bishop, vocation director, or religious superior.
2. An autobiography of 7-10 pages.
3. Certificates of Baptism and Confirmation (photocopies accepted if the religious community has original documents).
4. A statement from a physician indicating the results of a recent physical examination.

## Applicants for Th.M.

(note—see details above)

1. A completed application form. Bachelor's degree and a graduate theological degree from an accredited college or the equivalent
2. Official transcripts of post-secondary coursework
3. Two letters of recommendation from educational contacts
4. Writing Sample<sup>1</sup>
5. Resume/CV

<sup>1</sup> Th.M. applicants are required to submit a writing sample of 15-20 pages, including bibliography and footnotes. A graduate paper or chapter of a thesis is acceptable. A personal statement of not more than 750 words is also required:

- Reflect upon the development of your personal and professional goals since you began graduate theological study. Why do you wish to study at Saint John's?

Documents can be submitted as email attachments to [gradschool@csbsju.edu](mailto:gradschool@csbsju.edu).

## Guidelines for Distance Education and Student Verification

The School of Theology and Seminary has established these procedures for verifying student identity for students enrolling in fully **on-line DEGREES** and registering for **COURSES** for remote participation in each term

### DEGREES

The School of Theology and Seminary offers three degrees that can be earned fully on-line:

- The Master of Arts in Ministry (MAM)
- The Master of Arts in Theology (MAT)
- The Master of Theology (ThM)

Only these three degrees can be earned fully on-line. For all other degrees students may have a combination of in person and remote participation courses. Students in other degree programs must do 50%+ 1 credit of their degree work in in-person course formats.

Through the process of admissions the student declares intent to earn a degree fully on-line. This means that all of their course work can be undertaken in SYNCHRONOUS courses (participating in real-time classes remotely through Zoom Conference) or through ASYNCHRONOUS courses (courses designed as full web courses with no live-time meetings). Students in all degrees must participate in Capstone projects for each degree with a live "real time" Comprehensive Exam, Thesis Defense, or Portfolio Presentation, either in person or over Zoom.

Students in a fully on-line plan may change their plans and come to campus for in-person classes at any time.

The School of Theology and Seminary will monitor student progress in fully-on-line degree work and verify student identity and participation in each course (please see below) and in the Capstone projects in live-time.

Students who do not declare their fully-on-line intent but are nearing the end of their programs may opt in to the fully on-line plan, but must still participate in Capstone projects in live-time.

## REGISTRATION

Nearly all courses in the School of Theology and Seminary are available for participation either face-to-face (in classroom) or remotely by ZOOM Conference. When students register for courses they must choose their mode of participation:

- Register for **section 01A** for a course in person
- Register for **section 01B** for remote participation

This registration will be cross checked with the students by the Director of Student Services prior to the course start.

This registration assists the Registrar office in tracking students in remote participation sections.

The Director of Student Services will cross check student participation at several points of each semester.

## VERIFYING IDENTITY

All students register for the first semester of studies using a Forms Manager form from which registration is generated. This registration triggers the following communications:

1. Student receives a confirmation of registration forms received and directions for accessing a CSBSJU IT Services account which is generated from the registration process. In order to access the accounts, students will receive a one-time password to verify identity.
2. Students will create and use an IT Services passphrase and secondary authentication via a Duo Application, which is tied to student's established cellphone device.
3. Students will be directed to send in a photo for creation of a student ID Card. This photo must follow the ID card guidelines. The ID card is generated at Saint John's Life Safety Services, activated for library access, and mailed to the student.
4. This Student ID photo will be downloaded into a registered student database with the School of Theology and Seminary for each term; the Director of Student Services and class instructor will use the ID photo database to verify the identity of students as they join in live-time class meetings. The Director of Student Services will verify student identity for remote participation students in an entrance interview and for the first three class meetings and at random points throughout a semester. Since the participation in classes remotely is managed by invitation to Zoom meetings sent by the instructor, and the student must use the CSBSJU passphrase and Duo authentication to join a course on Zoom, the process is quite secure.
5. All course assignments must be submitted through CANVAS for the course in which a student is enrolled, or through CSBSJU email accounts. Instructors who have reason to question the source of student coursework submissions should

report their concerns to the School of Theology and Seminary administration and CSBSJU IT Services.

6. In the event that identity cannot be verified or seems compromised, a participant in question will be removed from the Zoom conference and CSBSJU IT Services will be contacted to manage verifying student identity and re-establishing a student's access to a class.
7. Student identity for remote participation is verified in every course at multiple points across each semester, and in Capstone events and an exit interview before a degree is awarded.
8. A remote student who knowingly compromises the identity verification, passphrase or Duo authentication security or other aspects of access to a Zoom class conference or coursework submissions will be suspended from participating in the class until the situation has been resolved or investigated by CSBSJU IT services and the School of Theology and Seminary administration.

## Fall 2023

- AUG 25            Orientation
- AUG 28            Fall SOT/Sem Classes Begin
- SEPT4            Labor Day - No SOT/Sem Classes
- OCT 9-13        Fall Break
- NOV 20-24      Thanksgiving Break
- DEC 16            Term Ends

## Spring 2024

- JAN 16            Spring Classes Begin
- March 4-8        Spring Break
- March 28-April 1 Easter Break (SOT/Sem)
- May 9            Term Ends
- May 11            Commencement