



Franciscan School of Theology
at the UNIVERSITY OF SAN DIEGO

2023-2024 Catalog



Franciscan School of Theology
at the UNIVERSITY OF SAN DIEGO

University of San Diego
5998 Alcalá Park
San Diego, CA 92110

(619) 574-5800

Email: info@fst.edu
www.fst.edu

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OUR HISTORY AND HERITAGE

The Franciscan School of Theology brings together three important words: Mission, Franciscan, and California. The Franciscans have provided theological training in California since the beginning of the state's history and have worked with California's diverse population since then.

In 1854 Mission Santa Barbara was chartered as an apostolic college and continued in that capacity until 1885. From 1869 to 1877, it also functioned as a college for lay men. In 1896, it began a four-year high school seminary program. The high school became a separate institution in 1901, and the college department became a separate institution at San Luis Rey, California, in 1929. Over the course of the years, the college department expanded into a four-year accredited liberal arts college.

Mission Santa Barbara remained the center for theological studies and continued to operate as a seminary until 1968 when the theological school moved to Berkeley, California, as the Franciscan School of Theology, a member school of the Graduate Theological Union, an ecumenical consortium of nine theology schools.

In academic year 2013-2014 the Franciscan School of Theology moved to Old Mission San Luis Rey, Oceanside, California, and entered into a service and curricular affiliation with the University of San Diego, San Diego, California, a private Catholic institution of higher learning. In 2019 FST moved onto the campus of USD. FST's ministerial degree students, both professional and academic, benefit from exposure to USD's graduate programs in peace and justice, non-profit management, counseling, secondary education, global education, leadership studies, and allied fields. The Franciscan School of Theology maintains its autonomous corporate and canonical structure, as well as its accreditation.

As our history indicates, once we were a seminary preparing men for service as priests; now we are a seminary and a theology school preparing lay women and men, religious and clergy for shared ministry in the Roman Catholic Church. Once we were one of a number of Franciscan seminaries in the United States; now we are the only Franciscan seminary/theology school whose mission it is to prepare professional ministers for work in the Church and the society.

From its earliest history, the Franciscan School of Theology has responded to the changing cultural, social, and religious realities of California and the West. We find inspiration in the long history of the Franciscan tradition around the world and in the Americas. Like the students who journey with us in their preparation for ministry, the history of the Franciscan School of Theology is a story in progress.

Guided and governed in its educational mission, community life, and degree programs by the Order of Friars Minor's *Ratio Studiorum*, "*In notitia veritatis proficere*" (Rome, GSFS, 2001), the Franciscan School continues to bring the questions of contemporary culture, society, and Church into dialog with the ever-ancient and ever-new Word of the Gospel.

OUR THEOLOGICAL VISION

Our theological vision is based on the Incarnation. We believe that God became human for us out of love. Following the example of St. Francis in his “Canticle of the Creatures,” we believe that all creation speaks to us of God because it was formed to reflect the face of Christ.

Our vision of Christ includes all creation in an embrace of mutuality, equality, and respect. We seek to foster a relationship of brother and sister to each other. Our theological tradition encourages us to emphasize the unique revelation of God in each person, in every culture and in all creatures, and fosters special concern for those on the margins of society and the Church.

The Franciscan School of Theology is committed to embodying Franciscan theology in a religiously and culturally diverse world. In our living, our learning, our relationships, and our community, we address both the head and the heart by integrating the pastoral and academic dimensions of theological study. We offer a multicultural Christian community in which to prepare for ministry.

OUR MISSION

The mission of the school is to prepare candidates for professional ministry in the Roman Catholic Church, for careers in theological education, and to provide opportunities for enhancing knowledge of Christian faith and the practice of ministry. We achieve our mission through the offerings listed below.

- Classroom and online lectures, seminars, and guided readings
- Workshops that enable students to communicate more effectively and conduct themselves professionally
- Methodologies for social analysis and theological reflection
- Supervised field education
- Faculty advising to help students plan and choose programs and courses, and reflect on their academic progress
- Support for faculty scholarship and professional development, research and publication
- Access to the University of San Diego’s graduate course offerings
- Access to USD’s Copley Library
- Daily and weekly prayer
- Spiritual formation through formal programs, retreats, faith sharing groups and spiritual direction
- Social justice activities
- Recreational and social activities



CORPORATE TITLE AND GOVERNANCE

The Franciscan School of Theology is owned and operated by the Province of St. Barbara of the Order of Friars Minor. The School is governed by a Board of Trustees, led by the Provincial of the Province of St. Barbara, and by a Board of Regents made up of lay and religious members.

BOARD OF TRUSTEES

The Annual Meeting of the Board of Trustees is held every year in May. Any matter pertaining to the Board of Trustees should be addressed to Provincial Minister, Chair of the Board of Trustees, 1500 – 34th Avenue, Oakland, CA 94601.

Very Rev. David Gaa, OFM, Chair
Fr. Martin Ibarra, OFM, Vice Chair

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Fr. Anthony Garibaldi, OFM
Fr. John Gibbons, OFM
Fr. Daniel Lackie, OFM
Fr. William Minkel, OFM
Fr. Joseph Schwab, OFM
Fr. Tom West, OFM

BOARD OF REGENTS

The Board of Regents meets four times during each academic year. Matters pertaining to the Board of Regents should be addressed to Chair of the Board of Regents, Franciscan School of Theology, 5998 Alcalá Park San Diego, CA 92110.

Dr. Timothy O'Malley, Chair
Fr. Tom Nairn, OFM, Vice Chair

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Mr. Michael W. Murphy
Rev. Tom Nairn, OFM
Dr. Tim O'Malley
Rev. Michael Sinor
Ms. Carmen Vazquez

Committees of the Board of Regents

- **Executive Committee.** The Executive Committee consists of the Chair, Vice Chair, Secretary, Chair of the Finance Committee, Parliamentarian, and President, *ex officio*. It assists the President and the Board of Regents in the governance of the school.
- **Academic Committee.** The Academic Affairs Committee reviews matters and makes recommendations to the full Board concerning accreditation, substantive changes in the School's academic policies or educational programs, changes in faculty rank, requests for sabbatical and other matters related to academic life at FST.
- **Audit Committee.** The Audit Committee addresses audit issues as required by financial regulators.
- **Development Committee.** The Development Committee assists the Development Director in establishing annual action plans for the Development Office, and oversees its operation.
- **Investment Committee.** The Investment Committee has fiduciary responsibility for the management of the investment portfolio and assures socially responsible investing.
- **Finance Committee.** The Finance Committee reviews budgets and all other fiscal and business matters of the School.

ACCREDITATION

Accreditation means that the Commissions of the accrediting agencies have determined that the Franciscan School of Theology has clearly defined objectives appropriate to post-secondary education and is implementing them in a manner consistent with the Commissions' standards.

Program Assessment. FST regularly assesses its academic programs to ensure they continue to provide the desired depth and breadth of theological education as defined in this catalog, and that they conform to the standards of the WASC and ATS accrediting agencies.

Educational Effectiveness Statement. The Franciscan School of Theology is committed to providing the highest quality education to candidates for professional ministry in the Roman Catholic Church, for those pursuing careers in theological education, and to those seeking opportunities for enhancing their knowledge of Christian faith and the practice of ministry.

FST measures its effectiveness in a variety of ways: Individual courses are assessed in relation to established learning outcomes, and a consolidated outcomes program measures the effectiveness of degree program learning goals, which reflect our institutional learning goals. FST uses the ATS Entering and Graduating Questionnaires to track student satisfaction with their educational experience, and to collect information about their plans for employment after they graduate. For more information about educational effectiveness, contact the Office of the Vice President for Academic Affairs.

The Franciscan School of Theology's degree programs (MDiv, MTS, MTS-FT, MA, and concurrent MDiv and MTS) are accredited by two agencies:

- The Commission on Accrediting of the Association of Theological Schools (ATS) in the United States and Canada,
10 Summit Park Drive
Pittsburgh, PA 15275
USA
Telephone: (412) 788-6505
Fax: (412) 788-6510
Website: www.ats.edu
- Accrediting Commission for Schools: Western Association of Schools and Colleges (WASC) Senior College and University Commission
985 Atlantic Avenue, Suite 100
Alameda, CA 94501
USA
Telephone: (510) 748-9001
Fax: (510) 748-9797
Website: www.wascenior.org

INSTITUTIONAL MEMBERSHIPS

The Franciscan School of Theology is a member of the following professional and academic organizations:

- Association of Franciscan Colleges and Universities
- Association of Theological Schools in the United States and Canada
- Association of Catholic Colleges and Universities
- National Association of Catholic Theological Schools
- Council for the Advancement and Support of Education
- Digital Theological Library

SUPPLEMENTAL PUBLICATIONS

Student Handbook. The *Student Handbook* contains need-to-know information about life at FST, including registration, administration and faculty, student leadership, financial aid, health insurance, FST and USD services, community activities, spiritual life, and school policies.

MTS Thesis Guidelines. The *MTS Thesis Guidelines* describes the process for developing and completing the Master of Theological Studies thesis.

MA Thesis Guidelines. The *MA Thesis Guidelines* describes the process for developing and completing the Master of Arts degree.

Field Education Handbook. The *Field Education Handbook* articulates the primary goals and description of the program, as well as providing an overview of the process.

Spiritual Formation Handbook. The *Spiritual Formation Handbook* provides students with information, methods and resources for supporting their ongoing spiritual growth, both during their time at FST and beyond.

CURRICULAR AND SERVICE AFFILIATION WITH UNIVERSITY OF SAN DIEGO

The curricular and service affiliation with the University of San Diego makes available to FST students multiple services of the university, access to the Copley Library, and for degree students, a number of courses that may be taken in the University's graduate programs. Those are offered through the Joan B. Kroc School of Peace Studies, the School of Leadership and Education Sciences, and other USD Master of Arts degree programs. This curricular agreement is available only to those FST students who are enrolled in degree programs. For services available at the University of San Diego, refer to the Student Handbook. For the academic opportunities including certificate programs offered through the affiliation with the University of San Diego, consult with the office of the Vice President for Academic Affairs.

INSTITUTIONAL LEARNING OUTCOMES

Through work at faculty meetings and workshops, FST identifies three major Institutional Learning Outcomes as guides to all of the work of teaching and learning, community-building, and spiritual formation that shape its presence in Church and society. Each of the three institutional learning outcomes are expressed in two student learning outcomes:

- To integrate affective and intellectual growth through knowledge of the relationship among God, creation, ourselves, and our neighbors as expressed in Jesus Christ through the Roman Catholic tradition and the Franciscan heritage.

Student Learning Outcomes:

- Theological knowledge: a coherent understanding of the Christian and Roman Catholic theological tradition in light of the Franciscan intellectual heritage
- Theological skills: the ability to reflect, analyze, synthesize, communicate, interpret, and apply that tradition in a religiously and culturally diverse world
- To create a communal environment that nurtures collaboration, inspires an apostolic spirit, and supports the development of the spiritual life appropriate to work and ministry in a changing world.



Student Learning Outcomes:

- Leadership skills: the ability to interact with others in a spirit of openness and collaboration, to communicate effectively both orally and in writing, and to commit oneself to God's kingdom through works of justice for all people
- Spiritual maturity: an integration of affective and intellectual growth and commitment to the practice of spiritual disciplines, both personal and communal
- To affirm the richness of intercultural diversity through the ways in which we foster community, construct our learning environments, and invite students, staff, and faculty to share their intercultural experiences and insights as a means of shaping students' academic understanding, spiritual development, and pastoral practice.

Student Learning Outcomes:

- Intercultural skills: an ability to integrate and reverence the experiences and perspectives of other cultures in their intellectual reflection, pastoral practice, liturgical celebrations, and communal life
- Intercultural communication: an ability to interact with persons of diverse cultures with empathy, mutuality, and respect

These broad aspirational goals arise out of the ways in which students, and faculty, staff, and public partners participate in the school's programs and services. Each of these, in turn, aligns with Program Learning Outcomes for degree programs, and Student Learning Outcomes in individual courses.

DEGREE PROGRAMS

The Franciscan School of Theology offers four degrees, the Master of Arts (MA), the Master of Theological Studies (MTS), the online Master of Theological Studies in Franciscan Theology (MTS-FT), and the Master of Divinity (M.Div.), plus the concurrent M.Div. and MTS.

MASTER OF ARTS (MA)

The Master of Arts degree in theology at FST is designed for students preparing for teaching at the secondary level or in two-year college programs. The MA also serves as an appropriate graduate research degree in preparation for a doctoral program. The FST Master of Arts degree allows for specialization in the area of the Franciscan Intellectual Tradition, especially its theology, history and spirituality. Such a specialization is useful for those preparing to work in programs of religious formation, in translation and publication of theological and historical texts, and preparation of printed and electronic resources to enhance awareness of significant authors, texts and themes of the Franciscan Tradition.



MA Program Learning Outcomes

1. Demonstrate a basic knowledge of major theological disciplines (Scripture, Systematic Theology, Historical Studies, Moral Theology/Ethics).
2. Exhibit focused knowledge in an area of specialization within the Franciscan tradition (theology, history, spirituality).
3. Conduct research and construct a theological argument.
4. Use a foreign language in conducting graduate-level research.
5. Communicate coherently, effectively, and persuasively in writing and speaking.
6. Construct in a thesis a coherent, sustained theological argument in an area of specialized study.

Requirements of the MA Program

MA students are required to:

- Complete 42 semester units as described in the curriculum below, a maximum of 13 of which may be taken at the University of San Diego's graduate schools.
- Maintain an overall 3.0 grade point average in all required and elective courses.
- Completion of all core courses at FST
- Be enrolled in the school full time for at least 4 semesters to fulfill the 2-year full-time tuition residency requirement.
- Complete all work within 4 years of the first semester of enrollment.

The MA Thesis

An MA thesis demonstrates the student's ability to develop a coherent, sustained theological argument that reflects an in-depth study of a theological discipline. The successful thesis will demonstrate general academic knowledge of the Franciscan theological tradition, skill in the interpretation and use of primary texts relevant to the topic, and skill in developing a theological framework to situate the topic within the field as well as evidence of using a foreign language in research.



Curriculum of the MA Theology Program

<i>Course area</i>	<i>Units</i>
<i>Required Core Courses</i>	
Sacred Scripture	3
History of Christianity I or II	3
Basic Systematic Theology	3
Moral Theology/Ethics	3
<i>Area of Specialization: Franciscan Studies (Choose 4)</i>	12
<ul style="list-style-type: none"> ● Writings of Francis & Clare ● Franciscan Christology ● Themes in Franciscan Spirituality ● Franciscan Contemplative Tradition ● Social Entrepreneurship & Franciscan Economic Justice ● The Life and Writings of St. Clare ● Francis of Assisi and Francis of Rome: Perspectives on the Church ● Why Sacraments? Bonaventure Responds 	
Electives (<i>choose 2</i>)	6
Graduate Seminars (<i>choose 2</i>)	6
Thesis	6

MASTER OF THEOLOGICAL STUDIES (MTS)

The Master of Theological Studies (MTS) is a two-year academic program that provides a breadth of theological understanding for those interested in pursuing a career in teaching at the elementary, secondary, or junior college level; in church ministry; or as preparation for further academic work.

Students choose an area of academic specialization among Biblical Studies (Old or New Testament), Christian Spirituality, Cultural and Historical Studies of Religion, Ethics and Social Theory/Religion and Society, History, Liturgical Studies, and Systematic and Philosophical Theology.

MTS Program Learning Outcomes

The MTS program learning outcomes are intended to prepare students to:

1. Demonstrate a basic knowledge of the specified theological discipline.
2. Exhibit a focused knowledge in a chosen theological discipline.
3. Conduct research and construct a theological argument.
4. Communicate coherently, effectively, and persuasively in writing and speaking.
5. Collaborate with others.
6. Interpret and apply theological knowledge.
7. Construct in a thesis a coherent, sustained theological argument in an area of specialized study.

Requirements of the MTS Program

MTS students are required to:

- Complete 48 semester units as described in the curriculum below, a maximum of 13 of which may be taken at the University of San Diego's graduate schools.
- Maintain an overall 3.0 grade point average in all required and elective courses.
- Be enrolled in the school full time for at least 4 semesters to fulfill the 2-year full-time tuition residency requirement.
- Complete all work within 4 years of the first semester of enrollment.

The MTS Thesis

An MTS thesis demonstrates the student's ability to develop a coherent, sustained theological argument that reflects an in-depth study of a theological discipline. It may contain an experiential component integrating personal, professional, and pastoral concerns. The successful thesis will demonstrate general academic knowledge of the Roman Catholic theological tradition, skill in the interpretation and use of biblical texts relevant to the topic, and skill in developing a theological framework to situate the topic within the commitment of faith.

By the end of their second semester of study, MTS students must select a thesis director and a second faculty reader, prepare a thesis proposal, obtain approval from the VPAA, and negotiate commitments and schedules with the director and reader. The MTS Thesis Guidelines, available from FST Student Services or in Blackboard, contains further details for this process and the preparation of the thesis.

The thesis is the normal requirement for the MTS degree. However, special circumstances may warrant the substitution of the thesis by a comprehensive exam. This will require the approval of



the student’s advisor and the Vice President for Academic Affairs.

Curriculum of the MTS Program

<i>Course area</i>	<i>Units</i>
Introduction to Old Testament	3
Introduction to New Testament	3
Introduction to Theology	3
Christology	3
Ecclesiology	3
Introduction to Liturgy	3
Fundamental Moral Theology	3
Intercultural Theology	3
Spirituality	3
History of Christianity I or II	3
Elective Specialization	12
Thesis	6

MASTER OF THEOLOGICAL STUDIES IN FRANCISCAN THEOLOGY (MTS-FT)

In addition to the traditional Master of Theological Studies (MTS) outlined above, FST offers an online MTS in Franciscan Theology in conjunction with the University of San Diego. The MTS-FT is a two-year academic program offered completely online. This degree program and all of its courses are designed and produced by FST core faculty in close collaboration and partnership with the staff of USD’s Learning Design Center who include Instructional Design Experts and Instructional Technologists. This degree program runs year-round in three 14-week semesters. Each semester students enroll in two 3-unit courses. Each course is delivered according to an intensive schedule for seven weeks with two weeks or more in between semesters.

MTS-FT Program Learning Outcomes

The MTS-FT program learning outcomes are intended to prepare students to:

1. Demonstrate a basic knowledge of biblical interpretation, Christian history, and Franciscan theology.
2. Conduct research and construct a theological argument grounded in the Franciscan intellectual tradition.



3. Exhibit a focused knowledge within a theological discipline(s) of the Franciscan tradition by means of a capstone project.
4. Describe the unique Franciscan contributions to Catholic theology.

Requirements of the MTS-Franciscan Theology Program

MTS-FT students are required to:

- Complete an orientation course for no credit units.
- Complete the full 36 credit hours of courses online as listed below.
- Maintain an overall 3.0 grade point average.
- Complete the MTS capstone project.

Curriculum of the MTS-Franciscan Theology Program

The MTS – Franciscan Theology program takes place over 6 semesters spanning 24 months, featuring 2 courses per semester (except the capstone, which fills an entire semester).

<i>Course area</i>	<i>Units</i>
Orientation (taken before first course)	0
Following Francis: An Introduction to the Franciscan Tradition (taken first semester)	3
Introduction to Franciscan Theology (taken first semester)	3
Our Jewish Roots: An Introduction to the Old Testament	3
The Cradle, The Cross, and The Community: An Introduction to the New Testament	3
Ecclesiology: Being the 21st-Century Church	3
Moral Theology: Conscience and the Common Good	3
Christology: Who Do You Say That I Am?	3
Intercultural Theology: Theology in an Intercultural Context	3
Spirituality: Spirituality for the Digital Age	3
Capstone: Finding Your Voice in the Franciscan Tradition	6

MASTER OF DIVINITY (MDiv)

The Master of Divinity (MDiv) is a three-year professional degree, preparing students for Church ministry. It offers appropriate preparation for those intending to serve in lay ecclesial ministries. Those students intending to serve as ordained presbyters in the Catholic Church will be required to complete an additional year of studies in theological subjects and ministerial training. Refer to the

description of the Certificate in Priestly Formation below for further details. Note that completion of the MDiv degree does not entitle the recipient to ordination. Admission to ordination is the decision of local diocesan ordinaries or superiors of religious orders who may have further requirements or expectations.

The following guidelines were used in establishing the Franciscan School of Theology's MDiv program:

- *The Program for Priestly Formation*, USCCB, Fifth Ed., 2006
- *Priestly Formation, General Chapter of the Order of Friars Minor*, Rome, 1971
- *The Basic Plan for Priestly Formation, The Sacred Congregation for Priestly Formation*, Rome, 1970
- *De Formatione Candidatorum ad Sacerdotium Ministeriale et ad Vitam Religiosam*, ed. G. Barauna, O.F.M., Rome, 1969
- *Ratio Formationis Franciscanae*, Rome, 1991
- *Ratio Studiorum, Order of Friars Minor*, Rome, 2001
- *Ratio Studiorum Provinciae*, Oakland, California, 2005

Special Requirements for Admission

Applicants to the MDiv are required to have nine undergraduate semester credit hours in philosophical topics, for example, history of philosophy, ethics, systematic philosophy. Candidates who wish to pursue the MDiv degree but feel they do not meet this criterion should contact the Vice President for Academic Affairs.

Ordination candidates must also present:

- A letter of approval from their ordinary or religious superior
- A certificate of completion issued by the applicant's ordinary or religious superior stating that the applicant has taken a minimum of 30 semester credit hours of undergraduate philosophy or its equivalent as prescribed by the USCCB Program for Priestly Formation

MDiv Program Learning Outcomes

The MDiv program learning outcomes are intended to prepare students to:

- Demonstrate basic knowledge of the specified theological disciplines.
- Exhibit focused expertise in a chosen theological discipline.
- Exercise sound practices of compassionate understanding.
- Communicate coherently, effectively, and persuasively in writing and speaking.
- Collaborate in a spirit of openness, mutuality, and intercultural sensitivity.
- Manifest psychological health, display appropriate interpersonal boundaries, understand the responsible exercise of power.
- Interpret/apply theological learning in religiously and culturally diverse contexts.



- Demonstrate an integrated spirituality formed by Scripture, theological reflection, and communal worship.

Requirements of the MDiv Program

- Complete 72 semester units as described in the curriculum below, of which a maximum of 18 may be taken at the University of San Diego’s graduate schools.
- Complete all field education requirements.
- Maintain an overall 3.0 grade point average in all required and elective courses.
- Be enrolled in the school for at least 6 semesters to fulfill the 3-year full-time tuition residency requirement.
- Complete all work within 6 years of the first semester of enrollment.

The Ministry Seminar

MDiv students participate in a series of four ministry seminars, one each semester over two years. The seminars are collaborative teaching and learning environments where students integrate theological, ministerial, and educational insights and understandings. The seminars draw from theology, sociology and psychology of religion, cultural and ethnic studies, and religious education.

In the final semester of the ministry seminar, students prepare a synthesis project under the direction of a faculty advisor in which they address theological questions of critical relevance to a multicultural church and society, and apply them to a particular ministerial context and practice. Upon completion of written material, students give oral presentations incorporating multiple learning styles and multicultural sensitivity.

Supervised Field Education

Under the guidance of the Field Education Program Director, MDiv students are assigned to ministry placements made according to their professional goals in areas such as parish work, health care or prison chaplaincy, community organizing, justice and advocacy, retreats, catechetics, campus or university ministry, Christian initiation, or educational leadership.

Curriculum of MDiv Program

<i>Course area</i>	<i>Units</i>
<i>First semester</i>	
Introduction to Old Testament	3
Introduction to Liturgy	3
Basic Systematic Theology	3
History of Christianity I	3
<i>Second to eighth semesters</i>	
History of Christianity II	3



<i>Course area</i>	<i>Units</i>
Fundamental Moral Theology	3
Introduction to New Testament	3
Second Course in Ethics (<i>Choose 1</i>)	3
<ul style="list-style-type: none"> ● Social ● Medical ● Sexual 	
Advanced New Testament Courses (<i>Choose 2</i>)	6
<ul style="list-style-type: none"> ● Synoptic Gospels ● Gospel and Epistles of John ● Pauline Letters 	
Advanced Old Testament Course (<i>Choose 1</i>)	3
<ul style="list-style-type: none"> ● Psalms ● Wisdom Literature ● Prophets 	
Christology	3
Intercultural Theology*	3
Ecclesiology	3
Sacramental Theology	3
Professional Ethics	1.5
<i>Third to sixth semesters</i>	
Ministry Seminar I	3
Ministry Seminar II	3
Ministry Seminar III	3
Ministry Seminar IV	3
Electives (e.g., pastoral counseling, advanced preaching/prayer leadership, parish administration)	13.5

*An intercultural theological curriculum may be found in many different areas of study. At least one 3-unit course taken by the student (indicated here by parentheses) must have an intercultural theological focus.

CONCURRENT M.Div. AND MTS DEGREES

The concurrent Master of Divinity (MDiv) and Master of Theological Studies (MTS) degrees prepare students for ordained or lay ecclesial ministry, plus providing a breadth of theological understanding for general educational purposes. The program is designed to take 4 years. The goals of the concurrent MDiv/MTS degrees are the same as for the individual degrees. Refer to the previous sections for a description of the MTS degree, the guidelines used in establishing the Franciscan School of Theology's MDiv program, and the special admission requirements for the MDiv program.

Note that those students intending to serve as ordained presbyters in the Catholic Church will be



required to complete an additional year of studies in theological subjects and ministerial training. Refer to the description of the Certificate in Priestly Formation below for further details.

MDiv/MTS students are required to:

- Complete 96 semester units as described in the curriculum below, of which a maximum of 24 may be taken at the University of San Diego’s graduate schools.
- Engage in all field education requirements.
- Maintain an overall 3.0 grade point average in all required and elective courses.
- Be enrolled in the school for at least 8 semesters to fulfill the 4-year full-time tuition residency requirement.
- Complete all work within 8 years of the first semester of enrollment.

Curriculum of the MDiv/MTS Program

<i>Course area</i>	<i>Units</i>
<i>First semester</i>	
Introduction to Old Testament	3
Introduction to Liturgy	3
Basic Systematic Theology	3
History of Christianity I	3
<i>Second through eighth semesters</i>	
Fundamental Moral Theology	3
History of Christianity II	3
Second Course in Ethics (<i>Choose 1</i>)	3
<ul style="list-style-type: none"> • Social • Medical • Sexual 	
Introduction to New Testament	3
Advanced New Testament Courses (<i>Choose 2</i>)	6
<ul style="list-style-type: none"> • Synoptic Gospels • Gospel and Epistles of John • Pauline Letters 	
Advanced Old Testament Course (<i>Choose 1</i>)	3
<ul style="list-style-type: none"> • Psalms • Wisdom Literature • Prophets 	
Christology	3
Intercultural Theology	3
Spirituality	3



<i>Course area</i>	<i>Units</i>
Ecclesiology	3
Sacramental Theology	3
Professional Ethics	1.5
<i>Third to sixth semesters</i>	
Ministry Seminar I	3
Ministry Seminar II	3
Ministry Seminar III	3
Ministry Seminar IV (capstone)	3
Electives	16.5
Elective Specialization	12
Thesis	6

DEGREE PROGRAM ASSESSMENT

The Franciscan School of Theology (FST) is a Roman Catholic seminary and graduate school of theology seeking to prepare candidates for the priesthood, and lay women and men for professional work in society and ministry in the Church. It also provides opportunities for ongoing formation and education of those who want to deepen their knowledge of the Christian faith and their skills in the practice of ministry.

FST pursues an assessment inquiry by identifying the learning goals of its degree programs, working with direct evidence, analyzing the evidence in faculty committees, and then moving to evidence-based decisions to enhance program quality.

NON-DEGREE PROGRAMS

Students who wish to study at FST, but who are not interested in pursuing a degree may enroll as non-degree students. Non-degree students may not take classes at the University of San Diego.

CERTIFICATE IN PRIESTLY FORMATION

Those seeking ordination are required to earn a Master of Divinity plus a 19.5-unit Certificate in Priestly Formation in the sciences and skills necessary for ordination. Note that completion of the M.Div. and Certificate does not entitle the recipient to ordination. Admission to ordination is the decision of local diocesan ordinaries or superiors of religious orders who may have further requirements or expectations.

Special Requirements for Admission

Ordination candidates must present:

- A letter of approval from their ordinary or religious superior
- A certificate of completion issued by the applicant's ordinary or religious superior stating



that the applicant has taken a minimum of 30 semester credit hours of undergraduate philosophy or its equivalent as prescribed by the USCCB Program for Priestly Formation

Curriculum of the Certificate in Priestly Formation

<i>Course area</i>	<i>Units</i>
Intermediate course in Theology of God and Trinity	3
Pastoral Counseling	3
Preaching Practicum I	3
Canon Law: Introduction and Marriage	3
Advanced Preaching, Celebrational Styles/ Prayer Leadership	3
Theology of the Priesthood	1.5
Parish Administration	1.5
Reconciliation Practicum	1.5

CERTIFICATE IN THEOLOGICAL STUDIES

The Certificate in Theological Studies recognizes graduate-level coursework in theological disciplines for students not receiving an FST graduate degree. To earn a Certificate in Theological Studies, students must adhere to the following requirements:

- Enroll in FST as a non-degree student.
- Complete 24 semester units for a letter grade (12 of which must be from FST, no more than 3 units may be from an online course, and only 3 units from a Special Reading Course).
- Complete all course work within three academic years.
- Complete at least one major paper for a course in an area of special interest.
- Maintain an overall 3.0 grade point average.

International students seeking to fulfill requirements for a year of study abroad may qualify for this program.

In the event that a student completes all coursework for the M.Div or MTS degrees, but withdraws before completing the final synthesis project or thesis, the student may request a Certificate in Theological Studies. At the discretion of the Vice President for Academic Affairs, and in consultation with the Faculty, FST may grant the Certificate in Theological Studies.

FUTURE DEGREE STUDENTS

Students who intend to pursue a degree but have not yet selected a program may enroll as non-degree students in order to begin taking basic courses. Up to 24 credits may be transferred to a degree program.

INDIVIDUALIZED PROGRAMS

FST offers individualized programs consisting of one or more semesters of course work taken outside a degree or certificate program. Religious men and women, priests on sabbatical, and those wishing to pursue courses for personal growth or theological enrichment, or to update theological thought and practice may participate in the individualized program. Courses may be taken for credit or on an audit basis.

CLARE OF ASSISI SCHOLAR PROGRAM

Graduates of FST may audit one class per semester with permission of the professor for a reduced fee.

ACADEMIC ADVISING

Upon admission to FST, students are assigned a faculty advisor to assist in selecting courses that fulfill the requirements of their degree programs, and to provide other academic consultation. Advisors are chosen with a student's degree program and educational goals in mind.

ADMISSIONS

ADMISSIONS REQUIREMENTS

FST adheres to the requirements regarding admission to post-baccalaureate degree programs published in Standard 7.4 (2000) by the Association of Theological Schools of the United States and Canada (ATS), specifically:

7.4: The school admits students to master's degrees who have an accredited baccalaureate degree or its educational equivalent and meet any other requirements specified for that master's degree. Students without an accredited baccalaureate degree or its equivalent may be admitted to a master's degree if the school documents through rigorous means that those students are prepared to do master's-level work.

- **Admission of Students with Baccalaureate Degree.** Students must possess a baccalaureate degree from an institution of higher education accredited by a US agency recognized by the Council for Higher Education Accreditation, or approved by a Canadian provincial quality assurance agency, or the demonstrated educational equivalent of a North American baccalaureate degree.
 - Educational equivalency for a baccalaureate degree shall be determined by the institution. The institution shall demonstrate that its means for determining equivalency requires formal post-secondary education consisting of general and specialized studies comparable to the baccalaureate degree.
- **Admission of Students without a Baccalaureate Degree.** Persons admitted without possession of the baccalaureate degree or its educational equivalent shall possess the knowledge, academic skill, and ability necessary for post-baccalaureate studies.



Admission of such applicants should be restricted to persons with life experience that has prepared them for theological study at the graduate level. An institution admitting persons without a baccalaureate degree or its educational equivalent shall demonstrate that its process and criteria for evaluating academic ability are educationally appropriate and rigorous.

Occasional exceptions to the requirement for a bachelor's degree may be made at the discretion of the Vice President for Academic Affairs when compensatory factors are present.

Special Requirements for MDiv Applicants

Applicants to the MDiv are required to have nine undergraduate semester credit hours in philosophical topics, for example, history of philosophy, ethics, and systematic philosophy. Candidates who wish to pursue the MDiv degree but feel they do not meet this criterion should contact the Vice President for Academic Affairs.

Members of religious communities and diocesan seminarians seeking a Certificate in Priestly Formation as well as an MDiv must also provide:

- A letter of approval from their ordinary or religious superior
- A certificate of completion issued by their ordinary or religious superior stating that the applicant has taken a minimum of 30 semester credit hours of undergraduate philosophy or its equivalent as prescribed by the USCCB Program for Priestly Formation

APPLYING TO A DEGREE PROGRAM

All applicants to degree programs must submit a completed application that can be found on [FST's website](#). The application consists of the following components:

- Application form
- Statement of purpose
- Application fee
- Official transcripts of all previous academic work
- Three letters of academic or ministerial recommendation

International Students

The Franciscan School of Theology is authorized under federal law to enroll nonimmigrant students. In addition to the application elements listed above, international students must:

- Demonstrate the ability to speak, read, and write English either by TOEFL score of 80 or higher, by successful course work in English at an accredited college or university, or by another measure deemed acceptable by the Vice President for Academic Affairs. FST's TOEFL number is 5736.
- Supply official translations of transcripts written in a language other than English.
- Submit a financial declaration in US dollars attesting to the availability of funds sufficient to cover academic and personal expenses for the duration of their stay.

APPLYING TO A NON-DEGREE PROGRAM

Applicants who plan to eventually enroll in a degree program must complete the full application process described above.

Applicants who do not plan to pursue an academic degree must provide all elements of the application packet with the exception of only one letter of recommendation, and must schedule an interview with the Vice President for Academic Affairs or their representative.

APPLICATION DEADLINES

Applications for Fall semesters must be received no later than July 15th. All application items must be submitted no later than one month prior to the first day of the Fall semester.

Applications for Spring semesters must be received no later than December 15th. All application items must be submitted no later than one month prior to the first day on the Spring semester.

APPLICATION MATERIALS

Materials submitted by an applicant for admission purposes are not returnable to the applicant regardless of the admission decision, nor does FST release copies of such materials to a third party without written consent of the original sender.

PROOF OF ADMISSION

Only a written notification from the Vice President for Academic Affairs is proof of admission to the Franciscan School of Theology.

ACADEMIC STATUS AND CREDITS

FULL-TIME ENROLLMENT

Nine units per semester is considered full-time enrollment. Twelve units per semester is the maximum credit load allowable without special permission from the faculty advisor and the Vice President for Academic Affairs.

TRANSFER CREDITS

At the discretion of the Vice President for Academic Affairs, up to 24 credits from another comparable accredited graduate institution may be transferred provided the student earned at least a B, and the course has not been used as credit toward any other degree. To request transfer credits, complete a Request to Transfer Courses form and present it to your faculty advisor and the VPAA. Upon approval from the VPAA, FST will apply the transfer credits to the student's transcript. Credit hours that are accepted from other institutions toward the student's degree program will be counted as both attempted and completed hours.

NON-DEGREE STUDENTS

Non-degree students who eventually enroll in a degree program may request that up to 24 credits be applied to the degree program.

AUDITING COURSES

Students may audit courses instead of enrolling for credit with the permission of the professor. Auditors have the same privileges as students who take courses for credit, but they are not held to final examinations, and do not receive a final grade or credit. The fee for auditing a class is full tuition.

USD CROSS-REGISTRATION

Students enrolled in degree programs may cross-register in graduate-level courses at USD with a maximum of 13.5 USD semester credits for MTS students, and 19.5 for MDiv students.

REGISTRATION

SCHEDULE OF CLASSES

A clearly identified schedule of FST classes is available on the FST website. Courses are referenced by discipline, faculty, course title, time, and location. The listing is updated constantly and provides the most accurate information. Once classes are finalized, classes meet at the published times and places. In exceptional circumstances, faculty members may request changes from the Vice President for Academic Affairs.

REGISTRATION PERIODS

Registration for the Fall semester begins mid-term of the previous Spring semester, and at mid-term of the Fall semester for the following Spring. The specific dates for each academic year are posted on the Academic Calendar.

CHANGES IN ENROLLMENT

Students making changes in enrollment (adding a class, dropping a class, changing units or grading option) will be assessed a fee for each change after the end of the second week of classes. Withdrawal from a course before the add/drop deadline will not appear on the transcript. Students who formally withdraw from a course following the add/drop date will receive a “W” on their transcript. However, if the formal process for withdrawing is not followed, the transcript will show an “F”.

REGISTRATION HOLDS

Students who have unpaid library fines, unpaid tuition, or any other indebtedness to FST or the University of San Diego will not be permitted to register for the following semester.

LEAVE OF ABSENCE

Students who intend to interrupt their studies must request an official Leave of Absence for each



semester from the Vice President for Academic Affairs. Normally academic leaves are not granted for more than two consecutive semesters. Students who neither register for classes nor request an official leave for a given semester may be required to reapply for admission before resuming their studies.

COURSES

COURSE SYLLABI

At the initial class meeting, professors distribute a written course syllabus describing the goals and objectives of the course, the principal requirements including papers, reports, required reading, and examinations. This does not preclude the addition of other later assignments at the discretion of the professor.

CORE COURSES

Core courses are those identified by topic (i.e. Introduction to Old Testament) that FST requires for a specific degree program as published in the FST catalog for the MTS and M.Div degrees. Core courses must be taken for a letter grade.

SPECIAL READING COURSES

Note: this section excludes courses with enhanced requirements for higher course level (“bump-up courses”), Clinical Pastoral Education (CPE), and MA in-thesis registrations.

Special reading courses are designed with a professor to meet needs and goals of a student not covered by regularly offered courses. They may not be used to fulfill core requirements without permission from both the faculty advisor and the VPAA.

- **Professors.** FST professors may teach up to two special reading courses per semester. Course scheduling forms for special reading courses must contain a full bibliography and indicate the minimum number of meetings with the student. For non-core curricular courses, at least ten class meetings of forty-five minutes (or the equivalent) must be scheduled.
- **Students.** Students may take only one special reading course per semester. In the course of a two-year program, only two special reading courses may be taken; in the course of the three-year M.Div program, three may be taken.

GRADING

Professors are responsible for assessing, and supporting the competencies and progress of students using various approaches such as discussions, written assignments, projects and adequate testing. At the end of each semester, faculty enter final grades into the Banner system by the date indicated by USD.

In case of an error in filing a grade, faculty obtain a *Change in Grade* form, complete it showing both the incorrect grade and the new one, get the approval of the VPAA, and submit it back to



Academic Affairs for correction in the Banner system.

GRADE POINT AVERAGE (GPA)

Only units earned with a letter grade (including “F”) are used to compute grade point average (GPA). Transfer units, units with “I” (Incomplete), Pass, or AUD (Audit) are not included. GPA is calculated by adding the grade points, and dividing the sum by the number of units carrying a letter grade carried to two decimal places.

The following grading system is in effect at FST:

GRADE	GRADE POINT
A+	4.0
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7

RUBRICS FOR WRITING PROJECTS

	“A” Range	“B” Range	“C” Range
Thesis and Purpose	The thesis and purpose of the project are clearly expressed.	The thesis and purpose are somewhat clear, with the boundaries and scope a bit vague.	The thesis is unclear and the purpose of the project is ill-defined.
Support	<ul style="list-style-type: none"> The development of the thesis is well thought-out, includes all relevant evidence, and respects the inner logic of the material. Use of quoted material does not substitute for student’s own development of the thesis. The paper is convincing, 	<ul style="list-style-type: none"> Supporting details are adequate though some important material is missing. Resources are too limited. Paper shows understanding of relevant issues but lacks depth. Uses too many direct quotes to substitute for developing own argument. 	<ul style="list-style-type: none"> Supporting material is disorganized and inadequate. Analysis is superficial, shows signs of struggling to understand the relevant issues. Lacks connections between related ideas, concepts, and themes. Uses too many quotations so that



	<p>leaving no important aspect of the topic unaddressed.</p>	<ul style="list-style-type: none"> Some of the key connections between ideas and concepts are missing or stand in isolation from others to which they are logically connected. 	<p>own development gets lost, or uses no quotations to make own development the sole authority.</p>
Organization	<ul style="list-style-type: none"> Introduction draws the reader in, and the conclusion leaves the reader with a sense of resolution. Material is presented in an orderly fashion. Paragraphs are well-focused and coherent. Transitions are thoughtful and show how ideas are connected with major sections and subdivisions clearly marked. Major points are clear with the subordinate points clearly distinguished from the key, controlling ones. 	<ul style="list-style-type: none"> Introduction does not create a strong sense of anticipation and the conclusion does not tie the paper together into a coherent whole. Ideas generally ordered, though key connections between ideas are missing. Transitions leave connections between ideas fuzzy. Opening paragraph(s) do(es) not give clear direction of project and conclusion does not bring together key themes. 	<ul style="list-style-type: none"> There is no clear setup of the project and the conclusion does not wrap things up. Logical ordering of material is vague with major points undeveloped. Transitions are absent or weak. Introduction does not capture the scope of the project and conclusion lacks focus.
Style	<ul style="list-style-type: none"> Uses English effectively to communicate thesis. 	<ul style="list-style-type: none"> Citations are generally good. Citations are too limited for the scope of the project. 	<ul style="list-style-type: none"> Lacks appropriate citations. Documentation form is inadequate.



	<ul style="list-style-type: none"> • Paragraphs are well-focused and coherent. • Uses technical terms accurately. • Few errors of grammar and punctuation guide the reader through the text. • Correctly uses headings and subheads. 	<ul style="list-style-type: none"> • Use of Turabian style is inconsistent. 	<ul style="list-style-type: none"> • Turabian style is ignored.

PASS/FAIL

With the permission of the Vice President for Academic Affairs an elective course may be taken pass/fail. A grade of “P” (pass) is considered “B” work or better. Work below “B” is considered fail. Core courses may not be taken pass/fail.

INCOMPLETE WORK

Students are expected to complete all required assignments on time. Students who are doing passable work, but cannot complete it on time, may submit a Petition to take an Incomplete to the professor and the VPAA by the last day of the semester. All work must be completed within three weeks. The professor then has three weeks to submit a *Change in Grade* form.

STUDENT ACADEMIC PERFORMANCE

SATISFACTORY ACADEMIC PERFORMANCE (SAP), PROBATION, AND DISMISSAL

All students, regardless of program, full-time/part-time status, and whether they receive financial aid, are held to the same academic standards. An overall 3.0 GPA or “B” average is required to achieve satisfactory academic progress. Students falling below an overall “B” average in any semester will be placed on academic probation by the Vice President for Academic Affairs in discussion with the student and faculty advisor. Academic probation does not affect a student’s eligibility to receive financial aid. Student records are evaluated for satisfactory academic performance (SAP) by the Vice President for Academic Affairs following the submission of final grades every semester. Students who fall under the 3.0 GPA threshold and their advisors will receive a warning notification by email, stating that they are placed on academic probation. Satisfactory work in subsequent semesters will result in the student’s removal from academic probation. Students whose work improves subsequently will be informed of their removal from

probation by email. Failure to show sufficient improvement after a semester may result in dismissal from the degree program, which will be determined by the VPAA in consultation with a faculty committee.

Students who have been dismissed may appeal the decision by sending an email to the Vice President for Academic Affairs stating the mitigating circumstances surrounding their academic progress. Mitigating circumstances include but are not limited to:

- unexpected death or major hospitalization of an immediate family member
- extended hospitalization or medical condition of student
- victim of a violent crime or natural disaster

The appeal must include an academic plan to resolve the issues, listing the steps to be taken to achieve the minimum GPA of 3.0, and progress toward that goal within the required timeframe. If the appeal is approved, the student is placed on academic probation for one more semester. As long as the student remains enrolled, their financial aid eligibility is not affected. All appeals will be handled confidentially by the VPAA in consultation with the student's faculty advisor. A definitive decision will be made within one week and communicated to the student in writing.

CLASS ATTENDANCE

Students are expected to attend classes regularly, and to inform professors with a phone call or email if they must miss class.

TARDY WORK

Faculty members will inform students of their policy regarding accepting tardy work during the opening week of classes.

CHEATING AND PLAGIARISM

Students are expected to submit only work that is their own, and to acknowledge materials consulted in preparing all assignments. Cheating and plagiarism will not be tolerated. Professors have the right to sanction students for cheating or plagiarism by requiring revision of course work, and/or by means of the course grade, whether for a specific assignment or for the entire course. All incidents of cheating or plagiarism will be reported to the VPAA. Cheating or plagiarism may result in dismissal, which will be determined by the VPAA in consultation with a faculty committee.

If a student is suspected of plagiarism in a course taken at the University of San Diego, the following protocol will be followed:

1. The faculty member teaching the course will notify his or her dean that an FST student is suspected of plagiarism.
2. The USD dean will notify the VPAA of FST that the student has been suspected of plagiarism.
3. The USD faculty member will follow the USD policy in regard to possible consequences within the context of the course (for example, failing grade on the assignment, failing grade for the course). See the USD website for the Office of the General Counsel, *USD Policy*



Manual 4.8 Academic Integrity: College of Arts & Sciences, School of Business Administration, School of Leadership and Education Sciences, School of Nursing and Health Science, School of Peace Studies, School of Engineering.

- FST will be responsible for following its own policy as stated above in regard to possible consequences beyond the context of the course (e.g. warning, academic probation, expulsion).

GRADUATION

INTENT TO GRADUATE

Students who intend to graduate in a given semester must complete a *Notice of Intent to Graduate* form by September 30 for December graduation, or February 28 for May graduation. Students must be enrolled in the semester during which they finish their course of studies.

DIPLOMAS

FST's graduation ceremony takes place before grades from the final semester have been posted. At the ceremony, participating students are presented with a notice stating that they will receive a diploma upon successful completion of all course work and settlement of all indebtedness to FST and USD. Diplomas are mailed after grades are reported, eligibility for graduation is verified, and all accounts are settled.

TRANSCRIPTS

Transcripts must be requested in writing using the *Transcript Request* form. The first transcript requested is free; there is a nominal charge for subsequent requests. Transcripts will not be issued to students who have not cleared all indebtedness to FST and USD. Note that grades of "F" appear on transcripts.

Note: on transcripts before Fall 1983, units are in quarter units. Quarter units and semester units are to be treated separately. If both units appear on a single transcript, convert quarter units to semester units for total units, and to compute grade points. Semester units equal 2/3 quarter units.

TUITION AND FEES 2023 – 2024

Tuition for All Degree and Non-Degree Programs (\$832 per unit per semester)	
12 Units	\$ 9,984
9 Units	\$ 7,488
6 Units	\$ 4,992
3 Units	\$ 2,496

Fees	
Application Fee (non-refundable)	\$ 55



Comprehensive (activity) fee	\$ 125 per semester
Student Health Insurance	\$3,876 annual (Subject to Premium increase)
Late Monthly Fee (assessed on delinquent accounts)	\$50
Late Registration (initial enrollment on or after first day of classes)	\$ 100
Enrollment Changes (after second week of classes)	\$ 50 per class
Graduation Fee	\$ 100

International Students (estimated expenses for academic year 2023-2024)	
Tuition and Fees	\$ 20,273
Room and Board	\$ 14,400
Books and Supplies	\$1,145
Medical Insurance	\$3,876
Personal Expenses	\$ 4,600

Tuition, Fees, and estimated expenses are subject to change without notice.

PAYMENT POLICY

All student accounts must be paid through the University of San Diego on or before the first day of classes each semester. A monthly penalty fee of \$50.00 may be assessed on the student's account if the student account is past due. Accounts may be paid in cash, check, e-check, or money order. Because of the high processing fees, FST does not accept credit cards for payment of tuition and fees. Students may choose to submit fee payment during registration by using the One Stop Services tab on the MyFST portal. Students may also pay the required tuition and fees at the One Stop Student Center, Hahn University Center, Room 126. If full payment of current tuition and fees by the first day of classes will not be possible, students must arrange for a payment plan. Students enrolled in the monthly installment plan should remit their payment online on or before the first of the month.

If the student has any estimated financial aid, federal loans, grants or scholarships, please ensure you have met all of the requirements of the award. Students may check the requirements by logging on the MyFST portal and clicking on the One Stop Services tab. Failure to do so will subject the student to incur monthly interest late charges.

Each student is financially responsible for payment of fees and charges assessed to their student account. Students receive bill notification electronically via their USD e-mail address. Payment of fees is due by the specified published due dates. Accounts must be kept current in order to maintain enrollment eligibility and receipt of official documents and services (ex: Diploma and transcripts). A monthly late payment penalty of \$50.00 will be imposed on all past due student accounts.

Accounts paid by a check which is returned by the bank uncollected are not considered paid. There is a \$25 service charge for returned checks. A monthly interest late fee, if applicable, may be charged to the student account if a check is returned. This fee is in addition to the \$25 service charge. Any benefit derived from, or deadline met by, remitting a check which is later returned by the bank, will become void. If a returned check transaction has been posted to a student account, USD reserves the right to refuse future payment in the form of a personal check from any individual for that student's account.

Courses added after the published payment deadline must be paid in full at the time of registration. Please Note: all refund checks will be issued in the student's name regardless of who remitted payment. For students on the Monthly Installment Plan, installment payments must be kept current throughout the contract life; otherwise, USD reserves the right to cancel the student's class reservation. If scheduled installment payments are not current by the assigned registration and fee payment days, a \$150 late registration fee must be paid.

Monthly Installment Plan

The Monthly Installment Plan operates according to the following guidelines:

1. The student account balance with FST must not be delinquent and prior semester charges must have been paid on a current basis to be considered for the installment contract.
2. Payments begin on Aug. 1 for the fall semester plan and on Jan. 1 for the spring semester plan.
3. To enroll in the monthly installment plan, login to the MyFST portal and click on the One Stop Services tab.
4. Adjustments are made to monthly installment plan payments as charges and/or credits occur.
5. In the event of a contract default, students may be refused a subsequent installment contract.
6. All payments, which are due on the first of the month throughout the contract life, must be current. If a student's installment plan is not kept current, the university reserves the right to cancel the student's class reservations. If installment payments are not current at the time of fall and/or spring semester fee payment or registration deadlines, a late registration fee must be paid.
7. A \$50 processing fee is required upon execution of the monthly installment plan per semester.
8. Automatic deduction from a checking or savings account is available.
9. Tuition payments received are refundable in accordance with the FST's published refund policy.
10. A late fee penalty of \$50.00 can be assessed if the student's monthly installment is not received per the payment plan agreement.

Additional information on payment plans is available from the One Stop Student Center, Hahn University Center, Room 126, (619) 260-2700.



TUITION REFUND POLICY

Tuition will be refunded at the following rates to students who formally withdraw from the Franciscan School of Theology:

Through second week of semester	100%
After the second week of semester.....	No refund

1. Fees and deposits are not refundable.
2. Tuition is fully or partially refundable only when a student officially withdraws during the published refund withdrawal schedule.
3. The date of withdrawal for refund purposes is considered the date the Notice of Withdrawal form is received and date stamped in the Office of the Registrar. Any student who thinks that their individual case warrants an exception to this policy should consult the VPAA.
4. To receive a 100% refund, student must officially withdraw or drop course(s) by the 8th day of classes for the regular academic semester.
5. Please refer to the academic calendar through the MyFST portal for specific dates and future changes to the Refund Schedule. Updates to this schedule will be made prior to the first day of semester classes and without written notice.
6. A student receiving financial aid should consult the One Stop Student Center for refund policies regarding his or her financial aid funds.

FINANCIAL AID

The Franciscan School of Theology offers scholarships, tuition assistance, and special aid for employees of Catholic institutions. In addition, FST participates in the Federal Direct Loan Program, open to US citizens and permanent residents.

Maximum Aid. Only courses required for a student's degree qualify for financial aid. Financial aid can be granted only for the maximum number of years a degree program is designed to take. Financial responsibility falls to the student when his or her program extends beyond the maximum number of years.

Satisfactory Academic Progress. Students must maintain Satisfactory Academic Progress as defined in the *Student Academic Performance* section (p. 29) to remain qualified to receive financial aid.

SCHOLARSHIPS

The Franciscan School of Theology offers many scholarships to degree students with financial



need. Awards up to the full tuition amount are awarded to applicants who have shown exceptional academic achievement in their previous academic work and who demonstrate financial need.

CATHOLIC EMPLOYEE SCHOLARSHIPS

Applicants employed in Catholic schools, parishes, religious orders, or related institutions may be eligible for either a 25% scholarship for tuition, or matching funds from FST up to 50% of the total cost of tuition when their employer contributes to their tuition.

HOW TO APPLY FOR SCHOLARSHIPS

US Citizens and Permanent Residents

1. Complete the Franciscan School of Theology Financial Aid Application. Contact the Admissions Office for priority deadlines. Applications submitted after the deadline will be considered in the order in which they are received and according to the availability of funds, student need, and academic merit.
2. File a Free Application for Federal Student Aid (FAFSA). FST's school code is **G11792**. The information provided in the FAFSA allows FST's Financial Aid Officer to assess the student's financial need.

Employees of Catholic Institutions

Employees of Catholic institutions may apply for special assistance by completing the Catholic Employee Application.

Members of Religious Orders

Members of religious orders must submit a statement from their superiors indicating explicitly the amount of financial support the order will provide for the upcoming academic year, the nature of the student's financial need, and the amount of aid requested.

International Applicants

International applicants must submit a statement indicating explicitly the amount of financial support available for the upcoming academic year, the nature of the student's financial need, and the amount of aid requested.

SPIRITUAL FORMATION

The Spiritual Formation Program at the Franciscan School of Theology is an integral element of our educational process. A core focus of the program is the integration of students' spiritual growth with their academic and intellectual development.

Central to the Spiritual Formation Program is the belief that formation is a lifelong process. Participation in the program builds upon the uniqueness of each person, encourages the integration of head and heart, and explores patterns and rhythms of spiritual practice that support a person in ministry and in life. The process is experiential and relational, providing community support as

participants explore spiritual growth for ministry. Reflection on Franciscan values and spirituality is core to the program's vision.

The Spiritual Formation program provides experiences of communal prayer and Eucharist as well as retreats, spiritual direction, and opportunities for small group reflection and spiritual renewal. Attention to personal growth coupled with awareness of social and environmental justice supports an integrated approach to spiritual formation at FST.

STUDENT SERVICES

HOUSING

FST does not offer on-campus housing. However, an array of housing possibilities exists in the area. Contact the Admissions Office for information on local housing.

HEALTH INSURANCE

All Franciscan School of Theology full-time students (9 units or more) are required to carry health insurance and are automatically enrolled in the Student Health Insurance plan. Students will be billed for Student Health Insurance at the beginning of each semester unless they waive coverage and show proof of other insurance.

CAREER DEVELOPMENT

FST students may take advantage of the [University of San Diego's Career Development Center](#).

LIBRARY COMPUTERS

The Copley Library, including all services and resources, are available to FST students. Visit the [library's website](#) for more information.

Desktop computers with word-processing software and internet access are available for student use in the Copley Library during library hours. Laptops and group study rooms can be reserved at the following link: <https://libcal.sandiego.edu/spaces?lid=10947>

For more information regarding equipment and software available at the Copley Library, follow this link: <https://www.sandiego.edu/library/services/computers-and-equipment.php>

STUDENT LEADERSHIP

The Student Leadership of FST is elected by the student body to lead all students in the common concerns of the School, to identify and address the needs of the student body, and to facilitate communication with FST faculty and administration. The role of Student Leadership is explained in the Student Handbook.



ACADEMIC CALENDARS

The calendar below shows important dates for the 2023-2024 academic year. See the [FST website](#) for a more detailed calendar showing program deadlines and FST and USD events.

In-Person Academic Calendar

Fall Semester 2023			
August	21-25	Monday-Friday	Fall 2023 registration for new on-campus students. Late registration for continuing on-campus students.
	23	Wednesday	New student orientation
	28	Monday	FST Fall 2023 Classes Begin
September	4	Monday	Labor Day Holiday; FST Offices Closed
	8	Friday	Deadline for registered students to make changes in fall 2023 enrollment without special permission (no refund given beyond this point)
	22	Friday	Last day to petition for Fall 2023 graduation
October	23-27	Monday-Friday	FST Fall Break (No classes)
November	6-10	Monday-Friday	Spring 2024 Advising Week for on-campus students
	23-24	Thursday-Friday	FST Thanksgiving Holiday (No classes; FST offices closed only Thursday and Friday)
December	22	Friday	Last day of FST classes
	22	Friday	Last day to petition to take an incomplete for Fall 2023
	Dec. 25-Jan. 1		Christmas and New Year's holiday; No classes; FST offices closed
Spring Semester 2024			
January	15	Monday	Martin Luther King Jr. Holiday; No classes; FST offices closed
	24	Wednesday	New on-campus student orientation
	22-26	Monday-Friday	FST Spring 2024 registration for new students. Late registration for continuing students.
	29	Monday	FST Classes begin
February	9	Friday	Deadline for registered students to make changes in Spring 2024 enrollment without special permission (no refund given beyond this point)
	16	Friday	Last day to petition for Spring 2024 graduation
March	March 25-Apr. 1	Monday-Monday	FST and USD Spring/Easter Break (No FST or USD classes; FST offices closed March



			28-April 1)
April	1-5	Monday-Friday	Fall 2024 Advising Week
	8-12	Monday-Friday	Fall 2024 registration for continuing students
	29	Monday	Filing deadline for MTS thesis
May	24	Friday	Last day of FST classes
	24	Friday	Last day to petition to take an incomplete
	25	Saturday	FST Commencement
	27	Monday	Memorial day. FST offices closed.

Online Degree (MTS-FT) Academic Calendar

Fall Semester 2023			
August	1	Monday	Completed Application Deadline
	14	Monday	Registration Deadline
September	5	Tuesday	First Course Start Date
October	23	Monday	First Course End Date
	24	Tuesday	Second Course Start Date
December	11	Monday	Second Course End Date
	15	Friday	Registration Deadline

Spring Semester 2024			
January	9	Tuesday	First Course Start Date
February	26	Monday	First Course End Date
	27	Tuesday	Second Course Start Date
April	15	Monday	Second Course End Date

FEDERAL NOTICES

FAMILY EDUCATIONAL RIGHTS OF PRIVACY ACT

FST abides by the Family Educational Rights of Privacy Act of 1974 (FERPA), which entitles students to examine their academic records and protects the privacy of their personal and academic

information. More information about FERPA can be found on the [U.S. Department of Education](#) website.

TITLE IX OF THE EDUCATION AMENDMENTS

FST complies with the provisions of Title IX of the U. S. Department of Labor's Education Amendments of 1972 (45 CFR 86) regarding discrimination and allegations of sexual harassment. Further information about FST's harassment policy and grievance procedures are contained in the *Student Handbook*.

DRUG-FREE SCHOOLS AND COMMUNITIES ACT

FST complies with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) requiring the following notification to students: The Franciscan School of Theology requires the campus be drug free. The unlawful manufacture, distribution, possession, or use of a controlled substance while on FST premises is prohibited. Abuse of alcohol on the FST campus is also not allowed. Violation of this policy will be considered cause for dismissal from school. Further information about sanctions, health risks and drug counseling is found in the *Student Handbook*.

VETERANS' ADMINISTRATION BENEFITS

FST accepts Tuition Assistance and GI Bill®/Post 911 Educational Benefits. [GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>] The Chief Financial Officer is FST's certifying official for veterans' affairs. Veterans and eligible family members need to submit their certificate of eligibility to the CFO. Policies related to students eligible for Veterans Administration (VA) educational benefits may be found at the [US Department of Veteran Affairs website](#).

US Code 3679(e)

In accordance with Title 38 US Code 3679 subsection (e), FST adopts the following additional provisions for any students using U.S. Department of Veteran Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA.

FST will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to;
- Require student secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Provide Chapter 33 Certificate of Eligibility (or its equivalent) or for Chapter 31, VA VR&E's contract with the school on VA Form 28-1905 by the first day of class.

Note: Chapter 33 students can register at the VA Regional Office to use E-Benefits to get the equivalent of a Chapter 33 Certificate of Eligibility.

- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

FACULTY

Liam Bergin, SThD

Visiting Professor of Liturgy

Degree:

SThD Pontifical Gregorian University

STL Pontifical Gregorian University

Michael W. Blastic, OFM

Distinguished Visiting Professor of Franciscan Studies

Degrees:

PhD Saint Louis University

S.T.L. Gregorian University

S.T.B. Collegio Seraphicum

B.A. Loyola University

Jeffrey M. Burns, PhD

Assistant Professor in US Church History

Director of the Academy of American Franciscan History

Degrees:

PhD University of Notre Dame

MA University of Notre Dame

BA University of California, Riverside

Martín Carbajo Núñez, OFM
Visiting Professor of Moral Theology

Degrees:
SThD Moral Theology, Alfonsianum, Rome

Joseph P. Chinnici, OFM
Professor of Church History
President Emeritus

Degrees:
DPhil Oxford University
MA Graduate Theological Union
MDiv Franciscan School of Theology
BA San Luis Rey College

Paul Daniels
Adjunct Professor – Online

Maureen Day, PhD
Associate Professor of Religion and Society

Degrees:
PhD Graduate Theological Union
MA Jesuit School of Theology at Berkeley/Graduate Theological Union
BA California State University, Chico

Alexandria Egler
Adjunct Professor of New Testament – Online

Donna Foley
Adjunct Professor of Theology – Online

Kathleen Flanagan
Adjunct Professor of Liturgical Studies

Johannes Freyer, OFM
Visiting Professor of Systematic Theology

Degrees:
Dr. theol. habil. University of Trier, Germany



Garrett Galvin, OFM

Associate Professor of Sacred Scripture
President

Degrees:

PhD Catholic University of America
STL Jesuit School of Theology, Santa Clara University
MA Catholic University of America
MDiv Franciscan School of Theology
MA Graduate Theological Union

Florence Gillman, PhD, S.T.D.

Adjunct Professor of Old Testament Studies

Degrees:

S.T.D. Catholic University of Louvain
PhD Catholic University of Louvain
S.T.L. Catholic University of Louvain
MA Catholic University of America
BA Catholic University of America

John Gillman,

Adjunct Professor of Pastoral Studies

Degrees:

PhD University of Leuven
MA University of Leuven

Wayne Hellmann

Adjunct Professor of Theology - God & Trinity

John Kiesler, OFM

Assistant Professor of Missiology

Degrees:

PhD Katholieke Universiteit, Nijmegen
MDiv Franciscan School of Theology
BA California State University, San Bernardino

Rev. Brent Kruger, PhD

Adjunct Professor of Old & New Testament Studies

Degrees:

PhD The Catholic University of America

MA The Catholic University of America

MDiv University of Notre Dame

BA University of Notre Dame

Dan Lackie, OFM

Adjunct Professor of Liturgical Studies

Ken Lavarone, OFM

Adjunct Professor of Canon Law

Francis Lee, OFM

Adjunct Professor of Intercultural Theology

Juliet Mousseau, RSCJ

Professor of Historical Theology

Vice President for Academic Affairs

Degrees:

PhD Saint Louis University

MA Saint Louis University

BA Gonzaga University

Russel Murray

Adjunct Professor of Ecclesiology – Online

Darleen Pryds, PhD

Associate Professor of Christian Spirituality and History

Academic Program Director (MTS-Franciscan Theology Program)

Degrees:

PhD University of Wisconsin at Madison

MA University of Southern California

BA University of Southern California



Jim Sabak, OFM

Adjunct Professor of Liturgical Studies

Degrees:

PhD The Catholic University of America
MA The Catholic University of America
MDiv Washington Theological Union
BA The Catholic University of America

William J. Short, OFM

Professor of Spirituality

Degrees:

STD Pontifical Gregorian University
STL Pontifical Gregorian University
MA Graduate Theological Union
BA University of San Francisco

Keith Warner, OFM

Associate Professor of Pastoral Studies

Degrees:

PhD UC Santa Cruz
MA Franciscan School of Theology
BA San Francisco State University

Angela Zautcke

Assistant Professor of Scripture

Degrees:

PhD University of Notre Dame (In Progress)
MTS University of Notre Dame
MTS Franciscan School of Theology
MA University of San Diego
BA University of Southern California