DOMINICAN SCHOOL OF PHILOSOPHY & THEOLOGY
STUDENT PORTFOLIO CHECKLIST

Student: ________________________  Advisor: __________________  Thesis Coordinator: __________________

Program 1: ________________________  Program 1 Start Date: __________________

Program 2: ________________________  Program 2 Start Date: __________________

Each portfolio contains data relevant to student progress and program review, and is not a part of the student’s permanent record. All materials related to permanent records are maintained by the Registrar. This checklist to be posted on the inside cover of the portfolio.

Item:  Placed in portfolio by:  Check when added/completed

1. Entering Student Questionnaire (ESQ)* – confirmation of completion  Registrar  ☐

2. Most recent grade report  Registrar  ☐

3. Department Discussion
   1. 2nd Year/1st Semester: Written Summary of Dept. Discussion  Advisor  ☐

4. Written Papers (for students in DSPT MA and MTS programs only)
   1. a. Research Readiness Paper (RRP)  Advisor  ☐
      All DSPT MA students and GTU MA students affiliated with DSPT, and all WDP student friars (regardless of program status) must complete the RRP by the end of the 1st semester.
      b. Completed and signed RRP Review Form  Advisor  ☐
   2. For students in the MAPh, exam option, this paper must be the MA Capstone Research Paper (see No. 5, below); for MTS students, it must be the capstone project (see No. 6); and for MA, thesis-option students use the thesis as 2nd paper (see No. 7).

5. MAPh, exam option:
   1. Capstone Research Paper  Registrar  ☐
   2. Completed and signed Capstone Research Paper Review Form  Registrar  ☐
   3. Completed and signed Colloquium Evaluation Form  Registrar  ☐

6. MTS
   1. Signed MTS Proposal Petition w/ approved (final) MTS Proposal  Registrar  ☐
   2. Completed and signed MTS Review Form (original)  Registrar  ☐

7. MA Thesis option:
   1. Signed Thesis Proposal Petition w/ approved (final) Thesis Proposal  Registrar  ☐
   2. Completed and signed Thesis Review Form (original)  Registrar  ☐
   3. Signed Thesis Defense Form (copy; original in Registrar's file)  Registrar  ☐

8. MDiv
   1. Results of Diaconate Exam  Vice-Regent/Dean  ☐
   2. Results of Priesthood Exam  Vice-Regent/Dean  ☐
   3. Results of Faculties Exam  Vice-Regent/Dean  ☐

9. Graduating Student Questionnaire (GSQ)* – confirmation of completion  Registrar  ☐

* - Both ESQ and GSQ are completed online by students; compiled results provided by ATS are included in the annual data reviewed annually first by Staff, then by Faculty and Board of Trustees. A list of student completion dates is maintained by the Registrar.