

DOMINICAN SCHOOL OF PHILOSOPHY & THEOLOGY
STUDENT PORTFOLIO CHECKLIST MA (Theology) Thesis Option

Student: _____ Advisor: _____ Thesis Coordinator: _____

Program 1: _____ Program 1 Start Date: _____

Portfolio data are maintained in Populi as well as hard copy for use by students and faculty advisors for ongoing review, and are not a part of the student's permanent record. All materials are maintained by the Registrar.

Item:	Check when added/completed
1. Entering Student Questionnaire (ESQ)* – confirmation of completion	<input type="checkbox"/>
2. Most recent grade report	<input type="checkbox"/>
3. Research Readiness Paper [documents uploaded in Populi to PO1000]	
a. Research Readiness Paper (RRP) All DSPT MA students and all <i>WDP student friars</i> (regardless of program status) must complete the RRP <u>by the end of the 1st semester</u> .	<input type="checkbox"/>
b. Completed and signed RRP Review Form	<input type="checkbox"/>
4. Department Discussion [Completed during 2 nd Year/1 st Semester; documents uploaded to Populi PO2000]	
a. Spreadsheet of faculty scores of student learning outcomes	<input type="checkbox"/>
b. Written Summary of Dept. Discussion	<input type="checkbox"/>
5. MA Thesis	
a. MA Thesis Building Workshop [Populi MA5005]	
b. Signed Thesis Proposal Petition w/ approved (final) Thesis Proposal [Populi MA5500]	<input type="checkbox"/>
c. Completed and signed Thesis Review Form [Populi MA5999]	<input type="checkbox"/>
d. Signed Thesis Defense Form [Populi MA5999]	<input type="checkbox"/>
6. Graduating Student Questionnaire (GSQ)* – confirmation of completion	<input type="checkbox"/>

* - 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.