

DOMINICAN SCHOOL OF PHILOSOPHY & THEOLOGY
STUDENT PORTFOLIO CHECKLIST for MDiv

Student: _____

Advisor: _____

Program : _____

Program 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. 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) are to complete the RRP by the end of the 1 st year in the MDiv program.	<input type="checkbox"/>
b. Completed and signed RRP Review Form	<input type="checkbox"/>
3. Department Discussion [Completed during 2 nd Year/1 st Semester; documents uploaded to Populi PO2000]	
a. Grade Report at time of discussion	<input type="checkbox"/>
b. Spreadsheet of faculty scores of student learning outcomes	<input type="checkbox"/>
c. Written Summary of Dept. Discussion	<input type="checkbox"/>
4. Ordination Exam Certificates & Evaluation Forms	
a. Diaconate Exam – Certificate	<input type="checkbox"/>
b. Diaconate Exam – Evaluation Form	<input type="checkbox"/>
c. Priesthood Exam – Certificate	<input type="checkbox"/>
d. Priesthood Exam – Evaluation Form	<input type="checkbox"/>
e. Confessional Faculties Exam – Certificate	<input type="checkbox"/>
f. Confessional Faculties Exam – Evaluation Form	<input type="checkbox"/>
5. 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.