

**BOSTON UNIVERSITY**

Division of Religious  
and Theological Studies

# **Graduate Student Handbook**

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# Welcome to the DRTS

Welcome to the Division of Religious and Theological Studies (DRTS) of Boston University's Graduate School of Arts and Sciences. The DRTS is a multidisciplinary graduate program, bringing together faculty from the Department of Religion, the School of Theology, and other related departments and programs across the university. This is an exciting time to be at Boston University in general, and in the DRTS in particular. Never content with its current standing, our university is always trying to improve itself. In line with that ethos, we in the DRTS are committed to improving the quality and effectiveness of our graduate programs. The excellence of the work you will do here will be an important part of this effort.

This Handbook, designed as a complement to the Graduate School of Arts and Sciences Bulletin, is meant to guide you as you complete the steps toward your graduate degree. The faculty and staff of the DRTS are here to assist you and answer any questions you may have. You will find the basic requirements for the degree and the various specializations explained in this Handbook. You are encouraged to work actively with your major Advisor in the shaping of your program, and to identify the best resources for meeting your goals and help ensure that your work is done in a timely and efficient manner. You may also wish to consult with Chris Lehrich, the Director of Graduate Study, who is charged with overseeing student progress from entry to graduation. It is your responsibility to meet the requirements of your degree program and to accurately report on your progress to your Advisor, and the Associate Director overseeing student progress. But our faculty, staff, and the leadership of the Division are here to help along the way.

As for other aspects of our programs: Diana Lobel is responsible for training and overseeing the work of Teaching Assistants and Fellows. Questions concerning financial assistance should be directed to Karen Nardella. General questions concerning program requirements can be directed to the Program Coordinator of the DRTS, Melissa Merolla. Either Karen or Melissa will also be happy to assist you in your communications with the Graduate School administrative offices. Of course you may also direct queries and concerns directly to the Director (me) or to the Deputy Director (John Berthrong).

I hope you find this Handbook helpful, and will let us know if you think of ways to improve it or, more importantly, our graduate programs themselves.

Once again, welcome! We are delighted that you have chosen to study with us.

**Jonathan Klawans**  
DRTS Director

## Glossary of Acronyms

In the Boston University community, school, program, and building names are often abbreviated in both written communication and conversation. For the sake of brevity this Handbook employs many of these acronyms. This glossary is provided as a reference.

ASDF	Arts & Sciences Dean's Fellowship
BTI	Boston Theological Institute
BSR	Bay State Road
DGS	Director of Graduate Studies
CAP	Committee on Academic Programs
CAS	College of Arts & Sciences
DRTS	Division of Religious & Theological Studies
GRS	Graduate School of Arts & Sciences
IRB	Institutional Review Board
MLCL	Modern Languages & Comparative Literature
RS	Romance Studies
STH	School of Theology
UNI	University Professors Program

# DRTS Programs

The DRTS offers both Master of Arts and Doctor of Philosophy programs. Current students are enrolled in one of the twelve programs listed below. New and prospective students should consult the guidelines for the newly revised DRTS MA and PhD Degree. These guidelines will be printed in the 2009-2010 GRS Bulletin and will also be posted on the DRTS website.

## I. Religious Texts and Traditions

- **Judaic Studies (including Hebrew Bible)**  
Steven T. Katz, Coordinator
- **Ancient Christianity, Origins to Late Empire**  
Paula Fredriksen, Coordinator
- **History of Christianity**  
Dana Robert, Coordinator
- **Islamic Studies**  
Kecia Ali, Coordinator

## II. Religion, Philosophy, and Ethics

- **Philosophy of Religion**  
Michael Zank, Coordinator
- **Science, Philosophy, and Religion**  
Wesley Wildman, Coordinator
- **Theology**  
John Berthrong, Coordinator
- **Social Ethics**  
John Hart, Coordinator

## III. Religion, Culture, and Society

- **Religion and Society**  
Adam Seligman, Coordinator
- **Religion and Literature**  
Coordinator, n/a
- **Psychology of Religion**  
Chris Schlauch, Coordinator
- **Counseling Psychology and Religion**  
Chris Schlauch, Coordinator

# I. Religious Texts and Traditions

## **Judaic Studies (incl. Hebrew Bible) MA, PhD**

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The MA program is designed for students with serious interest in Judaic Studies who wish to develop their understanding of the subject and their technical skills. The PhD program is intended for students with strong backgrounds in Judaic Studies, who wish to become experts in particular areas of study.

Areas of study for both the MA and PhD include: Biblical Studies; the History of Biblical Interpretation; Rabbinic Judaism and the History of the Second Temple Period; Medieval Jewish Thought; Modern Jewish Thought; Modern Jewish History; Modern Jewish Literature; and Holocaust Studies.

More detailed information is available at [www.bu.edu/judaicstudies](http://www.bu.edu/judaicstudies).

Faculty: Darr, Fredriksen, Gillman, Glick, Hecht, Katz, Klawans, Levine, Mehlman, Wiesel, Zank

## **Ancient Christianity, Origins to Late Empire MA, PhD**

Paula Fredriksen, Coordinator  
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Students entering this field should have completed a range of courses in some combination of the following areas: Hellenistic history, literature, religions, and/or philosophy; Roman history and religions; Jewish history and literature, from the Second Temple period through the early Byzantine period; rabbinic literature; Biblical studies; Mediterranean archaeology of the appropriate period(s). Some acquaintance with interdisciplinary interpretation (literary criticism, social anthropology) is also useful. Ideally, students will enter with at least one ancient language (usually Greek) and one modern research language (usually either French or German) well established, with the understanding that advanced research will entail more language work as well.

Faculty: Darr, Fredriksen, Haase, Hefner, Klawans, Knust, Scully, Walters, Varhelyi

## **History of Christianity**

### **MA, PhD**

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The program trains historians who will be both generalists in the history of Christianity and specialists in a clearly defined area of the history of the church or the social and cultural history of Christianity. Program strengths include medieval, Reformation, European, and American religious history, as well as the history of missions and the spread of global Christianity in the 20th century.

Faculty: Ammerman, Anderson, Backman, Brown, Diefendorf, Fredriksen, Heywood, Klepper, Landes, Menegon, Prothero, Robert, Roberts, Thornton, Westerfield-Tucker, Wright Knust

## **Islamic Studies**

### **MA, PhD**

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The concentration in Islamic Studies is flexible and may be configured according to student interests and professional goals. The focus is on the religious, literary, and intellectual history of Islam with emphasis on both the medieval and modern periods.

Faculty: Ali, Barfield, Gendzier, Glick, Haeri, Hefner, Korom, Lobel, Mason, Mustafa, Swartz

## II. Religion, Philosophy, and Ethics

### Philosophy of Religion MA, PhD

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Degree candidates in the philosophy of religion are expected to demonstrate mastery of traditional areas of philosophical study (metaphysics, ontology, epistemology, ethics, and the history of ideas), the systematic and comparative study of religion (the history, theology, and phenomenology of religions), and the languages appropriate to their research. MA candidates, upon the completion of their coursework, write and defend a thesis or are examined on a selected body of their written work. PhD candidates, upon completing coursework and passing language examinations, take three qualifying examinations: (a) history of philosophy, (b) philosophy of religion, and (c) a specialty examination. Upon passing the qualifying examinations, PhD candidates write a dissertation prospectus and defend the dissertation.

Faculty: Berthrong, Brinkmann, Dahlstrom, Eckel, Floyd, Garrett, Green, Griswold, Hart, Katz, Kestenbaum, Kuehn, Lobel, Neville, Olson, Speight, Swartz, Wildman, Zank

### Science, Philosophy, and Religion MA, PhD

Wesley Wildman, Coordinator      Faculty: Bokulich, Cohen, Harris, J. Hart, Klepper, Neville,  
(617) 353-3033                              Roberts, Tauber, Wegter-McNelly, Wildman  
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This program provides an academic setting for advanced studies in the philosophy of religion and philosophy and history of science, as well as in mathematics and one or more of the natural sciences, with a view to developing professional competency in the interdisciplinary area defined by the relationship of philosophy, religion, and the sciences. Graduate students in this specialization have access to courses offered by STH, as well as the Departments of Religion, Philosophy, Psychology, Sociology, Mathematics, and relevant departments in the natural sciences. This program offers unique opportunities such as laboratory placements and advanced survey courses to build literacy in the biological sciences, the physical sciences, mathematics, and philosophical cosmology. Students also study the core texts and motifs of the world's religious and philosophical traditions. Many allied resources exist to support studies in this concentration, including Boston University's Institute of Philosophy and Religion; the Boston Center for the Philosophy and History of Science; The Boston Institute on Culture, Religion, and World Affairs; and the Boston Theological Institute's many institutions of higher learning in theology. More detailed information is available at:

[http://people.bu.edu/wwildman/WeirdWildWeb/deg\\_phd\\_spr.htm](http://people.bu.edu/wwildman/WeirdWildWeb/deg_phd_spr.htm).

## **Theology**

### **MA, PhD**

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The specialization in theology brings students into the public discussion of theology in a worldwide context. Degree programs take account of motifs from the intellectual reflection of religions and religious philosophies from all over the world. Programs emphasize understanding these motifs, mastering traditional theological debates, and learning how to use these resources in constructive theological work. The program has two tracks. The single-tradition track emphasizes in-depth knowledge of and constructive skills in relation to theological reflection in the tradition of study, which is usually Christianity. The comparative track develops linguistic and theological competence in two traditions and maintains a focus on comparative questions. Proposals for degrees in either track are evaluated according to available resources. In both tracks, the training provided is designed for those whose theological interests are strongly academic, whether or not they are deeply involved in the life of a religious community.

Faculty: Berthrong, Eckel, Fredriksen, R. Hart, Klepper, Lobel, Neville, Olson, Rambo, Stone, Swartz, Tauber, Wegter-McNelly, Wildman

## **Social Ethics**

### **PhD**

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This specialization is designed to integrate the social teachings of religions, philosophical ethics, and the data of social and natural sciences into the study of values and moral judgment. It provides critical skills for the study of theoretical and practical approaches to contemporary global and regional issues of social justice and sustainable development.

Applicants must be well grounded in religious and theological studies, philosophical ethics, the social sciences, and, for ecological ethics, in the natural sciences. The program, which has evolved from the historical tradition of Social Ethics developed at Boston University by Walter Muelder, pertains to two larger areas of study, namely, Global Ethics (focused on globalization, human diversity, and human rights issues); and Ecological Ethics (focused on human rights in human communities, and human responsibilities toward Earth and the extended biotic community).

Faculty: Hart, Chai-sik Chung, Brinkmann, Grodin

## IV. Religion, Culture, and Society

### Religion and Society

MA, PhD

Adam Seligman, Coordinator

(617) 353-3050

[seligman@bu.edu](mailto:seligman@bu.edu)

This is an interdisciplinary program on the relation of religion and culture in modern or traditional societies. Applicants to this specialization should have a solid background in religious or theological disciplines or in one of the humanities or social sciences. It is assumed that students will complete approximately one-third of the coursework in religious and theological studies and two-thirds in a relevant cognate discipline OR one-third in a relevant cognate discipline and two-thirds in religious and theological studies.

Faculty: Barfield, Barrand, Berger, Chung, Coulter, J. Hart, Hefner, Korom, Levine, Prothero, Seligman, Wolfteich

### Religion and Literature

MA, PhD

Coordinator, TBA

The competencies and academic goals of the student dictate the design of this interdisciplinary program. A strong sense of self-direction is essential, given the range of specialized concentrations in religion and literature. Students may choose courses and mentors from a wide range of departments (e.g. Religion, Classics, English, Modern Foreign Languages and Literatures, Philosophy, the University Professors Program, and the School of Theology) and are strongly encouraged to attend and to participate in the numerous special lectures, seminars, and symposia offered annually by the Luce Program in Scripture and Literary Arts on topics encompassed by religion and literature.

More detailed information is available at [www.bu.edu/rl](http://www.bu.edu/rl).

Faculty: Costa, Darr, Gillman, Hart, Klepper, Mizruchi, Mustafa, O'Connor, Redford, Ricks, Smith, Warren, Waters, Wiesel, Zank

## **Psychology of Religion PhD**

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This academic, non-clinical post-master's program is designed to address some of the central substantive and methodological research issues and problems in the field. It reflects the particular expertise and competencies of faculty throughout BU and in local universities and seminaries. The concentration requires and promotes conversation with cognate areas of inquiry, in four related directions: (a) psychology (psychological studies), and its forerunners, philosophy and theology; (b) other fields in the study of religion/religious studies, such as philosophy and theology of religions, sociology of religion, history of religion; (c) other fields lying at the interface of psychology and religion—pastoral psychology and theology, pastoral counseling and psychotherapy, faith development, spiritual direction, spiritual formation, clinical pastoral education (CPE); and (d) other psychologists of religion whose research may differ depending on perspective, research approach, or subject matter.

Faculty: Bohn, Burns, Gross, McCorkle, Schlauch

## **Counseling Psychology and Religion PhD**

Chris Schlauch, Coordinator  
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Counseling Psychology and Religion (CPAR) is a multidisciplinary doctoral program (PhD) committed to training professional psychologists. It is open only to post-masters applicants whose undergraduate, masters, and/or clinical and counseling work has prepared them for advanced education and training. The program involves study of the biological, cognitive, affective, and social bases of behavior, group and family behaviors, individual differences, research methodologies, and professional ethics and standards. Following a scholar/practitioner model, graduates are prepared to serve as professors as well as clinicians, with knowledge of and sensitivity to systems of meaning, value, and belief.

### Core Faculty:

School of Theology: Bohn, Burns, McCorkle, Gross, Schlauch

### Affiliated Faculty:

Department of Psychology: Cronin-Golomb, Farchione, Lyons, Marcucella, Richardson

Department of Religion: Seligman

School of Education: Youngman, McMillan, McMullen

# DRTS Directory

The Administrative office of the DRTS is located in room 302 of the Department of Religion building at 145 Bay State Road (BSR). The offices of the Graduate School of Arts and Sciences (GRS) are in room 112 of the College of Arts and Sciences building (CAS) at 705 Commonwealth Avenue.

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## Degree Requirements

This section of the *Handbook* provides a summary of the main requirements and restrictions of the DRTS.

The DRTS follows all guidelines set forth on pages 5-12 of the GRS *Bulletin*. **Students should familiarize themselves with these guidelines.** A limited number of *Bulletins* are available in the DRTS office (145 BSR, room 102). Additional copies are available in the GRS office (CAS 112).

The Administrator and the Associate Director in charge of student progress monitor student records to ensure that all requirements and time frames outlined in this *Handbook* and in the GRS *Bulletin* are met. Students will receive a letter at the beginning of each academic year outlining the DRTS's progress expectations for their coming year of study. **Student who are not able to meet any of the time frames outlined here are encouraged to alert the Administrator and DGS for assistance.**

**Please note:** All time frames are recorded in semesters rather than years. For purposes of meeting DRTS requirements, these semesters are understood to include the fall and spring, but not the summer.

# Requirements for the Master of Arts Degree

## Prerequisites

- BA or BS in an area relevant to the specialization.
- The student's prior academic work must reflect the study of at least two (2) religious traditions. Students who have not met this requirement may fulfill it by taking co-requisite(s) to their Program of Study in DRTS. Please note that courses taken to satisfy this requirement are not considered part of the minimum coursework requirements.

## Advising

Students entering the DRTS will be assigned an Advisor who, in most cases, will be the Coordinator of the Area of Specialization to which the student has been admitted. This Advisor will assist the student in selecting courses and satisfying degree requirements according to the **Time Frames for Completion** established by the DRTS (see pages **TBD** of this *Handbook*).

## Languages

- French or German.
- Some areas of specialization may require additional languages.
- International students may not use English to satisfy the language requirement.
- Two years undergraduate study, departmental examination, or a special non-credit course offered by the Department of Modern Foreign Languages and Literatures (MLCL/RS) will satisfy MA requirements.

Most language exams consist of two passages (250 words total) selected by the Advisor or by a faculty member in MLCL/RS to reflect the student's program of study. The student has two hours to translate the passages and is permitted the use of a dictionary, although not a grammar text. The completed test is graded by MLCL/RS faculty based on the completeness and accuracy of the translation(s). Please note that the nature of the test is finally determined by the faculty member who designs it; for some language exams, notably Biblical Hebrew, students are not allowed the use of a dictionary.

Students are strongly encouraged to take the free language courses offered by MLCL/RS, which do not affect enrollment status (part-time vs. full-time). These courses are designed for students with little or no prior knowledge of the language. However, **students with no prior experience with the language should register to audit in order to avoid the possibility of receiving an F, which does appear on the student's permanent record.** Auditors are permitted to take the final exam with the rest of the class.

Students who register for any language class, and especially those who register to take the class for a grade, are advised that **attendance at the weekly class sessions is required**. Students who stop attending the class without withdrawing from the course will be assigned a grade of F.

Students who are already proficient in French or German may make special arrangements to take the exam without taking the class. Those who wish to do so should contact the Administrator.

Students may retake each language test twice. If a student does not pass after two attempts, he or she will have one semester to pass the language exam before being terminated from the program.

**Time frame for completion:** Masters Students have 2 semesters to complete the language requirement. Students must complete a *Report of Examinations* form in order for the satisfaction of language requirements to appear on academic transcripts.

### **Theoretical Approaches to the Study of Religion**

- All students must take *Theoretical Approaches to the Study of Religion I and II* (GRS RN 795/796 or STH TZ 802/203). **These credits DO apply to the minimum course requirement for MA students effective 1/06.** A student must pass the courses in order to continue in the program.
- **Time frame for completion:** Masters students must fulfill this requirement during the first year of study unless an extension is approved by the Director **before the beginning of coursework.**

### **Course Requirements**

- 32 credit hours are the minimum requirement; additional courses may be required at the discretion of the Advisor and/or the Director.
- DRTS students may take courses in any School or College of Boston University. Students can view the University Course Schedule online at [www.bu.edu/studentlink](http://www.bu.edu/studentlink). More detailed information on Department of Religion courses is available at [www.bu.edu/religion](http://www.bu.edu/religion).

Students may also take courses at all member institutions of the Boston Theological Institute (BTI). A full listing of member institutions is available at the BTI Web site, [www.bostontheological.org](http://www.bostontheological.org). Students are encouraged to take advantage of this resource, which extends and enhances the educational experience at Boston University. To register for BTI courses, go to the STH Registrar's Office in STH 108.

- **Time frame for completion:** Masters Students have 6 semesters to complete the coursework requirements.

**Please note:** Coursework becomes invalid for the purpose of fulfilling the course requirements **10 years after the initial date of completion.**

## Continuing Student Status

Students who have completed all coursework must continue to register each semester to remain in good standing. A student can register for a 2-hour Directed Study with his or her Advisor or with another faculty member with whom he or she is working on comprehensive exams or a thesis. Directed Studies with most of the DRTS faculty in STH and Religion are offered through STH to allow students to take advantage of reduced tuition rates. (See the *Stretching Your Dollars* appendix in this *Handbook*.)

If the student submits written work as part of the Directed Study, the supervising faculty member will assign a letter grade. If there is no written work – if, for example, the Directed Study consists of reading designed to help the student prepare for exams – the faculty member will assign a grade of pass or fail (P/F).

Students who have petitioned for and been granted an extension of time to complete degree requirements will be charged the continuing student fees assigned by the GRS (see *Time Frame for Completion of Program* on page 35 of this handbook).

Students must continue to register each semester until all degree requirements, including the dissertation defense, have been met.

**Please note:** The student must be registered with the University in the semester that he or she takes exams or defends a thesis, as well as in the preceding semester.

## Exit Requirement

Masters candidates must write and defend a thesis or pass a comprehensive examination. All MA students who intend to graduate must meet the deadlines specified on the GRS calendar. The calendar is mailed to students each semester as part of the registration packets. The calendar is also available online at [www.bu.edu/grs](http://www.bu.edu/grs).

- **Comprehensive Exam:** The comprehensive exam consists of the submission and defense of two or three of the student's best academic papers to a committee of two or three faculty members.
- **Thesis:** The student must submit a *Thesis Title Approval Card* to the GRS in November of the academic year in which he or she plans to graduate. For further information, consult the Graduation Calendar and the [Guide for Writers of Theses and Dissertations](#). For more details on MA thesis requirements, please click here. (Link here to MA Thesis requirement doc)

**Exit Requirement Time frame for completion:** Masters Students have 6 semesters to complete the exit requirement.

## Time Frame for Completion of Program

- **Masters candidates have 6 semesters to complete their degree.** After a student reaches this time limit, he or she will need to successfully petition the Associate Dean of the GRS for an extension. If the Dean grants the extension the student will continue in the program, but will be charged the GRS rate for continuing student fees (as opposed to the STH rate outlined in the *Stretching Your Dollars* appendix to this *Handbook*).

***Please note that the time frames outlined above are intended as maximum time limits. Students can realistically expect to finish their programs in less time; student progress will ideally conform to the Time Frames outlined in the “Ideal Time Frames” sheet appended to this handbook.***

# Requirements for Doctor of Philosophy Degree

## Prerequisites

- Post-Masters PhD: MA or MS in an area relevant to the specialization.  
Post-Bachelors PhD: BA or BS in an area relevant to the specialization.

***Please note: Psychology of Religion and Counseling Psychology and Religion are post-Masters only.***

- The student's prior academic work must reflect the study of at least two (2) religious traditions. Students who have not met this requirement may fulfill it by taking co-requisite(s) to their Program of Study in DRTS. Please note that courses taken to satisfy this requirement are not considered part of the minimum coursework requirements.

## Residency Requirement

As outlined on page 7 of the *GRS Bulletin*, all PhD students must complete two consecutive semesters as full-time or certified full-time students.

## Advising

PhD students entering the DRTS will be assigned an Advisor who, in most cases, will be the Coordinator of the Area of Specialization to which the student has been admitted. This Advisor will assist the student in selecting courses and satisfying degree requirements according to the **Time Frames for Completion** established by the DRTS (see pages 29-30 of this *Handbook*).

## Languages

- French and German. (Some areas of specialization may require additional or different languages.)
- Students may, with the approval of both the Advisor and the Director, substitute another language that is clearly related to the dissertation research.
- Students may not use English to satisfy the language requirement.
- DRTS examination or a special non-credit course offered by the Department of Modern Foreign Languages and Literatures may satisfy language requirements.

Most language exams consist of two passages (250 words total) selected by the Advisor or by a faculty member in MLCL/RS to reflect the student's program of study. The student has two hours to translate the passages and is permitted the use of a dictionary, although not a grammar text. The completed test is graded by MLCL/RS faculty based on the completeness and accuracy of the translation(s). Please note that the nature of the test is finally determined by the faculty

member who designs it; for some language exams, notably Hebrew, students are not allowed the use of a dictionary.

Students are strongly encouraged to take the free language courses offered by MLCL/RS, which do not affect enrollment status (part-time vs. full-time). These courses are designed for students with little or no prior knowledge of the language. However, **students with no prior experience with the language should register to audit in order to avoid the possibility of receiving an F, which does appear on the student's permanent record.** Auditors are permitted to take the final exam with the rest of the class.

Students who register for any language class, and especially those who register to take the class for a grade, are advised that **attendance at the weekly class sessions is required.** Students who stop attending the class without withdrawing from the course will be assigned a grade of F.

Students who are already proficient in French or German may make special arrangements to take the exam without taking the class. Those who wish to do so should contact the Administrator.

Students may retake each language test twice. If a student does not pass after two attempts, they will have one semester to pass the language exam or he or she will be terminated from the program.

**Time frames for completion:**

- Post-Masters students: 4 semesters
- Post-Bachelors students: 6 semesters
- CPAR students: 10 semesters

**Please note:** Students must report the fulfillment of the language requirements to the DRTS office, in order to have a *Report of Examinations* submitted to the GRS office and a notation made on the student's transcript.

## **Theoretical Approaches to the Study of Religion**

- All students must take *Theoretical Approaches to the Study of Religion I* and *II* (GRS RN 795/796 or STH TZ 802/203). These 4 credits DO NOT apply to the minimum course requirements for the PhD. A student must pass the courses in order to continue in the program.
- **Time frame for completion:** All PhD students must fulfill this requirement during the first year of study, unless an extension is approved by the Director **before the beginning of coursework.**

## **Course Requirements**

- Post-Masters PhD candidates must complete 32 credit hours (8 courses). Post-Bachelors PhD candidates and Counseling Psychology and Religion candidates must complete 64 credit hours (16 courses). These are minimum requirements; additional courses may be required at the discretion of the Advisor and/or the Director.

- DRTS students may take courses in any School or College of Boston University. Students can view the University Course Schedule online at [www.bu.edu/studentlink](http://www.bu.edu/studentlink). More detailed information on Department of Religion courses is available at [www.bu.edu/religion](http://www.bu.edu/religion).

Students may also take courses at all member institutions of the Boston Theological Institute (BTI). A full listing of member institutions is available at the BTI Web site, [www.bostontheological.org](http://www.bostontheological.org). Students are encouraged to take advantage of this resource, which extends and enhances the educational experience at Boston University. To register for BTI courses, go to the STH Registrar's Office in STH 108.

- **Time frames for completion:**

- Post-Masters students: 5 semesters
- Post-Bachelors students: 7 semesters
- CPAR students: 10 semesters (including coursework and practicum)

**Please note:** Coursework becomes invalid for the purpose of fulfilling the course requirements **10 years after the initial date of completion.**

## Continuing Student Status

Students who have completed all coursework must continue to register each semester to remain in good standing. A student can register for a 2-hour Directed Study with his or her Advisor or with another faculty member with whom he or she is working on qualifying exams, the prospectus, or the dissertation. Directed Studies with most of the DRTS faculty in STH and Religion are offered through STH to allow students to take advantage of reduced tuition rates. (See the *Stretching Your Dollars* appendix in this *Handbook*.)

If the student submits written work as part of the Directed Study, the supervising faculty member will assign a letter grade. If there is no written work – if, for example, the Directed Study consists of reading designed to help the student prepare for qualifying exams – the faculty member will assign a grade of pass or fail (P/F).

Students who have petitioned for and been granted an extension of time to complete degree requirements will be charged the continuing student fees assigned by the GRS (see *Time Frame for Completion of Program* on page 35 of this handbook).

Students must continue to register each semester until all degree requirements, including the dissertation defense, have been met.

**Please note:** The student must be registered with the University in the semester that he or she defends the dissertation, as well as in the preceding semester.

## Annual Reports

- PhD candidates in the **fourth year and beyond** are required to submit an *Annual Report* to the DRTS office, which details their progress during the previous year and outlines progress to be made the following year. Reports must be signed by the student and his or her Advisor, and will be reviewed by the Associate Director in charge of student progress. **Students will not be permitted to register for the fall semester until they have submitted their Annual Report.** Report forms are available in the DRTS office.

For more information on registration and reporting requirements for students in the fourth year and beyond, please see the **Continuing Student Status** section on page 25 of this *Handbook*.

## Qualifying Exams

- Students must apply for permission to proceed to qualifying exams through the DRTS office after the successful completion of all course work and language requirements. *Permission to Proceed to Qualifying Examinations* forms are available in the DRTS office, and must be submitted to the DRTS office along with an unofficial copy of the student's transcript. The DRTS office will inform students of the outcome of their applications.
- PhD students must take 3 or 4 qualifying exams. The exams will be designed, in accordance with DRTS regulations, by the Advisor in consultation with the Coordinator of the Area of Specialization. The Advisor can decide whether the 3 or 4 exams are oral, written, take-home or not. The final comprehensive exam must be designed to assist the PhD candidate in writing a prospectus that will be approved by the Committee on Academic Programs (CAP).
- Students must pass all exams within 2 semesters of the completion of course requirements. Students may take each qualifying exam a maximum of twice. Failure to pass a qualifying exam after two attempts will result in termination.
- Upon completion of one's qualifying exams, a Report of Exam form, listing the title of each exam taken and the date of the final exam, must be completed. These forms are located on the table outside of Rm 502, in the Religion Department at 145 Bay State Road.

### Time Frames For Completion:

- Post-Masters students: 7 semesters
- Post-Bachelors students: 9 semesters
- CPAR students: 12 semesters

**Please note:** PhD students may report the successful completion of two written qualifying exams as MA comprehensive exams in order to receive a MA. If a student wishes to receive the MA in this way, he or she must complete a *Report of Examination* form.

PhD students who have passed *all* qualifying exams may receive a MA simply by completing a *Diploma Application* in the GRS office.

## Submitting a Prospectus

The academic policies and procedures of the GRS require that students who have completed their language requirements, coursework, and qualifying examinations prepare a dissertation prospectus “before the more extensive phase of dissertation research is undertaken.” For more details on the writing and submission of the prospectus, please see the **Prospectus Guidelines** section of this *Handbook*.

- The prospectus (dissertation proposal) may be submitted to the DRTS Committee on Academic Programs (CAP) on one of five dates each year: September 15, November 15, January 30, March 30 and May 1. Students must submit 7 copies of the prospectus to the DRTS office no later than 5pm on one of these dates. One copy must be single-sided. Students should also submit an electronic copy in PDF format. The DGS will notify the student in writing of the CAP’s decision regarding the prospectus. **The prospectus must be approved before the student begins writing the dissertation.**

**Please note: If a prospectus fails to pass CAP a second time, the student should also meet personally with the Director and DGS to discuss CAP’s response to the prospectus. If a prospectus fails to pass CAP a third time, the student must meet with the Director personally to discuss the situation prior to any subsequent resubmission. Repeated failure to produce a successful prospectus may be grounds for termination of student status.**

- When CAP approves the prospectus the student must submit a completed ***Dissertation Prospectus Approval Page*** (available in the DRTS or GRS offices), signed by the Readers, to the Administrator. The Administrator will obtain the Director’s signature and submit the prospectus to the GRS office. A copy will also be kept in the student’s file.
- **Time frames for completion (prospectus approval):**
  - Post-Masters students: 9 semesters
  - Post-Bachelors students: 11 semesters
  - CPAR students: 14 semesters

**Please note: These time frames indicate the time within which the prospectus must be approved by the CAP.**

## Writing and Defending the Dissertation

- Each student must submit his or her dissertation to a minimum of 2 Readers. After the Readers have approved the dissertation for defense, the student must schedule an oral defense in consultation with the First Reader and the Administrator.
- The student must defend the dissertation before a committee of at least 5 scholars (including the Readers). For further guidelines on the defense, please see the GRS *Bulletin*.
- The student must submit a properly formatted abstract of no more than 350 words to his/her Advisor at least three weeks before the scheduled defense. **ONLY AFTER** the abstract has been

edited and approved by the First Reader, can it be forwarded by email to the DRTS Director for final departmental approval, before being submitted to the GRS Dean. The abstract must state the thesis, the methods of research, and the contribution of the research to the academic study of religion, to the area of specialization, and to scholarship on the topic. The Dean of GRS must approve the abstract before a Dissertation Defense can be scheduled.

**For formatting guidelines, please consult the *GRS Guide for Writers of Theses and Dissertations*, available in the DRTS and GRS offices or view online at [www.bu.edu/library/guides/theses](http://www.bu.edu/library/guides/theses).**

- **Time frames for completion:** Students have 5 semesters after the approval of the prospectus to complete and defend the dissertation.

**Please note:** The student must be registered with the University in the semester that he or she defends the dissertation, as well as in the preceding semester.

There are several important GRS deadlines throughout the academic year that the student must meet in order to defend their dissertation and receive their degree. A schedule of these deadlines is available in the DRTS office, the GRS office, or online at [www.bu.edu/grs](http://www.bu.edu/grs)

To ensure that all requirements and filing dates are met, the student must schedule an appointment with both the Administrator and the GRS records officer early in the semester in which he or she intends to graduate.

#### **Time Frame for Completion of Program**

- Post-Masters students: 14 semesters (7 years)
  - Post-Bachelors students: 16 semesters (8 years)
  - CPAR students: 19 semesters (9.5 years)
- If a student reaches these time limits and has not finished his or her program, he or she will need to successfully petition the Associate Dean of the GRS for an extension. If the Dean grants extension the student will continue in the program, but will be charged the GRS rate for continuing student fees (as opposed to the STH rate outlined in the *Stretching Your Dollars* handout).

***Please note that the time frames outlined above are intended as maximum time limits. Students can realistically expect to finish their programs in less time; student progress will ideally conform to the Time Frames outlined in the “Ideal Time Frames” sheet appended to this handbook.***

## Time Frames for Completion

The following is a summary of maximum Time Frames within which students are expected to complete the various steps toward the completion of a degree. As noted above, students can expect to complete each step in less time than is allowed, and should do so whenever possible.

### Time Frames for Masters Program

#### Language

- 2 semesters

#### Theory of Religion

- 2 semesters (first year of study)

#### Coursework

- 6 semesters

**Please note:** Coursework becomes invalid for the purpose of fulfilling the course requirements 10 years after the initial completion of coursework.

#### Exit Requirement

- 6 semesters

***These Time Frames may only be extended with the approval of the DRTS Director. Failure to meet any of the above time frames without the Director's approval will result in termination.***

# Time Frames for PhD Programs

## Languages

- Post-Masters students: 4 semesters
- Post-Bachelors students: 6 semesters
- CPAR students: 10 semesters

## Theory of Religion

- All PhD students: 2 semesters (first year of study)

## Coursework

- Post-Masters students: 5 semesters
- Post-Bachelors students: 7 semesters
- CPAR students: 10 semesters (including coursework and practicum)

## Examinations

- Post-Masters students: 7 semesters
- Post-Bachelors students: 9 semesters
- CPAR students: 12 semesters

## Prospectus Approval

- Post-Masters students: 9 semesters
- Post-Bachelors students: 11 semesters
- CPAR students: 14 semesters

## Dissertation Defense and Completion of Program

- Post-Masters students: 14 semesters
- Post-Bachelors students: 16 semesters
- CPAR students: 19 semesters

***These time frames may only be extended with the approval of the DRTS Director. Failure to meet any of the above time frames without the Director's approval will result in termination.***

## Withdrawal or Leave of Absence Guidelines

The DRTS follows all guidelines set forth on pages 5-12 of the GRS Bulletin, including those pertaining to student withdrawal or leave of absence. **Students should familiarize themselves with these guidelines.** If should need to take a leave of absence, a request **must be submitted in writing to GRS.** The forms you will need are available in the GRS office. Once you have completed the necessary paperwork, you will then be allowed up to two semesters of leave of absence without committee consideration. **Please see the GRS Bulletin for further details.**

If you file for a leave of absence before classes start, you are eligible to receive full credit for tuition and fees. Should you need to file for a leave of absence after classes have already begun, you will have your tuition and fees cancelled in accordance with the University's refund schedule. For more information about tuition and fee refunds, **please see the GRS Bulletin.**

# Prospectus Guidelines

The following guidelines will assist students to prepare a dissertation prospectus that meets the formal requirements and academic standards of the DRTS. Such a prospectus will be approved by the student's readers, as well as the CAP and GRS, and will lay the foundation of a successful doctoral dissertation.

## The Committee on Academic Programs (CAP)

The Committee on Academic Programs (CAP) comprises the Director of the DRTS, the DGS and four members of the core faculty (see pp. 14-21 of this *Handbook*). The CAP meets five times each academic year to discuss and evaluate student prospectus submissions. Its purpose is to ensure that all dissertation proposals are both appropriate to the field of religious and theological studies and a contribution to a particular field of study. The CAP also ensures that the proposal is understandable to educated non-specialists.

Once the CAP has reviewed the prospectus, the Associate Director in charge of student progress will communicate the decision to the student in writing. The CAP can make one of three decisions: to accept the prospectus; to accept the prospectus with a request for revision(s); or to require the student to resubmit. In the latter two cases, the Committee will communicate suggestions for revisions directly to the student.

## Steps Leading to the Approval of a Prospectus

- **Find Readers**

The student is required to have a minimum of two Readers, but may have as many as three.

Once graduate students reach the prospectus-writing stage, they may, in consultation with their Advisor, choose a different faculty member from the DRTS to serve as the First Reader on their Dissertation Committee (Dissertation Advisor). Students who exercise this option must inform the DRTS Director and Administrators of this decision. The First Reader is responsible for ensuring that the prospectus and the dissertation conform to the standards of the DRTS.

Students may, with the approval of the Director, choose a faculty member from another Department in the GRS, the STH, or another university to serve as their Second Reader. In cases where the Second Reader's research more closely conforms to that of the student than does the work of the First Reader, the Second Reader may, with the written approval of the DRTS Director, direct the dissertation.

The Readers must approve the prospectus before the student submits it to CAP.

Students must submit **Special Service Appointment Paperwork**, available in the DRTS office, for Readers from outside the GRS and outside BU.

An **Acknowledgement of Prospectus Submission** form must be filled out and signed by your first and second readers and returned to the DRTS by your chosen submission deadline. Your first reader will have copies made available to him/her, and are responsible for circulating the form to the second reader, who will then return the form to the DRTS office. Should additional copies of the form be needed, they are available at the DRTS office.

- **Present the Prospectus**

Students must successfully submit their prospectus and receive CAP approval within one year of qualifying exams. Start drafting it while preparing for the exams, working closely with your First and Second Readers. Readers commonly review the prospectus a number of times before declaring it ready for submission. Once the prospectus is approved by the Readers, submit 7 print copies of the finished prospectus to the DRTS office. Please also submit a copy in PDF format. Submission deadlines are:

- September 15
- November 15
- January 30
- March 30
- May 1

Prospectuses are examined closely by all members of CAP. Students will receive a written response from the CAP Chair within a month of submission.

Please note that the Office of the Institutional Review Board (IRB) must approve projects involving research with human subjects. More information on the IRB is available at <http://www.bumc.bu.edu/Dept/Home.aspx?DepartmentID=293>.

Remember that *after* CAP approves the prospectus the student must submit a completed **Dissertation Prospectus Approval Page (available in the DRTS or GRS offices)**, signed by the Readers, to the Administrator. The Administrator will obtain the Director's signature and submit the prospectus to the GRS office. A copy will also be kept in the student's file.

## Formal Requirements of a Prospectus

A good dissertation prospectus is clear and concise, and accessible to all scholars engaged in the academic study of religion and theology -- not only specialists in the student's own field of research. The prospectus is limited to 12 double-spaced typewritten pages, plus bibliography and appropriate appendices. **It is a description and justification of research to be undertaken, not a report of the results of work done.**

The prospectus serves as an opportunity for students to demonstrate their control of issues to be investigated, to limit the boundaries of the inquiry, to indicate the method(s) to be employed, and to describe the significance of the research. A full bibliography is to be included to display the thoroughness of the preliminary investigation of the problem, the location of the problem in a field of inquiry, and the present state of the research. Since few faculty members reading the prospectus will have been privy to its evolution or will be able to elaborate on the ideas it presents, the prospectus must be comprehensible to those without such outside knowledge of the project.

- **Statement of the Problem**

Begin with a concise statement of the problem that the proposed dissertation will address. Delimit the topic and provide a preliminary dissertation thesis. Remember, the prospectus has to be clear not only to experts in the field studied, but also to knowledgeable non-specialists. Be deliberate in explaining all technical jargon you use. If non-specialist members of the CAP cannot readily grasp the proposal, they have no basis for approval.

- **Context and Significance of the Study**

Next, explain how the dissertation contributes to the advancement of scholarship. Construct a literature review that surveys existing research on the topic, identify an intellectual context, and demonstrate the significance of the proposed study within the established context. Consider how the research advances not only a particular field but also the wider understanding of religion and theology in human history and experience. Clearly answer the question, **“So what?”**

- **Method(s) of Investigation**

Third, present the methodology of the proposed study with a degree of sophistication appropriate to doctoral research in a major research university. Explain the method(s) used; describe the legacy, in the specialization, of the method(s); and make a case for the appropriateness of using the method(s) to carry out the proposed research. While it is not possible to know everything about a research project at the outset, a key task is to demonstrate awareness of some of the difficulties facing the proposed project and to describe the ways the project will overcome known challenges. **Be sure to give grounds for concluding that there is a high probability of bringing the project to a successful conclusion within a reasonable length of time.**

- **Structure of the Dissertation**

Finally, describe the structure of the proposed dissertation, including a chapter outline.

- **Working Bibliography**

The bibliography is a crucial part of a successful prospectus. It indicates how thoroughly the student has investigated the research on the topic, its location within a field of inquiry, and its relation to cognate fields in and beyond the academic study of religion and theology. The bibliography also shows the use of sources and literature published in all the research languages required by the *Program of Study*. List and comment, where appropriate, on original sources and secondary literature. Organize the bibliography by category; provide a rationale for the organization in an introductory paragraph. A good working bibliography at this stage of research is typically at least 15 to 20 pages long.

- **Appendices**

Include as appendices any tests, questionnaires, or other such instruments to be used in the proposed investigation.

# Sources of Financial Aid

The following is a brief summary of some sources of financial aid that DRTS students have taken advantage of in the past. A more detailed description of several of the fellowships listed below, as well as information on additional sources of financial aid, is available on pp. 17-19 of the GRS *Bulletin* or by contacting Geri Montgomery in the GRS Dean's Office at 617-353-2690 or gmonty@bu.edu

Students are urged to investigate all possible sources of financial aid early in the application process, as these fellowships are extremely competitive and some applications must be submitted as much as a year in advance.

## **Arts and Sciences Dean's Fellowships (ASDF)**

### **Martin Luther King, Jr., Fellowship**

All PhD applicants who meet the January 15 deadline and indicate that they are applying for financial aid will be considered for the ASDF. The DRTS Faculty chooses the recipient of the ASDF, and the Associate Dean of Arts and Sciences confirms the award. African-American applicants will also be considered for a Martin Luther King, Jr., Fellowship, provided that they indicate their ethnicity on their application forms. The King Fellowship competition is **University-wide, and the final selection is made by a GRS Committee in February.**

Students who are selected for either of these fellowships receive a full tuition scholarship and a stipend for the first year of graduate study, to be renewed as Teaching Fellowships for a specified number of years. The continuance of both Fellowships is subject to satisfactory academic performance.

## **Boston University**

### **Whitney M. Young, Jr., Fellowship**

All African-American graduate students who are U.S. citizens and have displayed academic proficiency in a field related to race relations or urban problems are eligible. The fellowship is awarded on the basis of academic proficiency in the fields mentioned above.

The fellowship provides for full tuition and fees for one year plus a stipend for living expenses. The decisions for this fellowship will be made in February.

## **Mellon Fellowships in Humanistic Study**

Eligibility: PhD students in the Humanities and Humanistic Social Sciences. Fellowships provide a first-year stipend of \$17,500 and tuition. More information is available at <http://www.woodrow.org/mellon/>.

## **DRTS Scholarships, Assistantships, and Fellowships**

A limited number of tuition scholarships and Graduate Fellowships are awarded by the DRTS to first-year PhD students. Some Fellowships are limited to students in specific areas of specialization, but tuition scholarships are normally available to candidates in all areas.

Second- and third-year scholarships, teaching assistantships, and Fellowships are also awarded to DRTS PhD students on a competitive basis. Applications for second- and third-year assistance should be submitted to the DRTS office in January for the following academic year. Copies of the *Application for Teaching Assistantships and Financial Aid* will be distributed to students in December of each year.

### **DRTS Tuition Supplements**

The DRTS offers tuition supplements to PhD and MA students enrolled part-time (for ten semester hours or less) to enable students to take GRS courses at STH tuition rates. (See the *Stretching Your Dollars* sheet included in the appendix of this *Handbook* for details.)

To request a tuition supplement for a GRS course, a student must e-mail the Administrator a request outlining the course to be taken and its relevance to his or her *Program of Study*. The student's Advisor must also send an e-mail supporting the request.

Incoming students may request tuition supplements upon matriculation; returning students should make requests in March for the following academic year. Awards are subject to availability and are granted on a first-come, first-serve basis.

### **Dissertation Fellowships**

PhD students are encouraged to apply for outside funding for dissertation research. The DRTS circulates e-mail notices about funding opportunities; these and other notices are posted on the DRTS notice board and are also available in the *Job and Funding Opportunities Binder* in the DRTS office. Students should check this binder on a regular basis as new notices arrive on an almost daily basis throughout the year.

Students are also encouraged to explore other funding opportunities through Boston University and elsewhere, many of which can be found on the Internet.

### **Work-Study Grants and Other Opportunities**

DRTS students may qualify for Federal work-study grants. For more information about these and other possible sources of financial assistance, contact the GRS Financial Aid Officer at 617-353-2696.

The GRS *Bulletin* lists a variety of financial aid opportunities for applicants and continuing students. For more information, please refer to page 10 of the *GRS Bulletin*.

## Ideal Time Frames for Completion

The following is a summary of ideal time frames within which students can reasonably expect to complete the various steps toward the completion of a degree. While more time is allowed for the completion of each step in the program, students should strive to complete each step in less time than is allowed whenever possible.

### Ideal Time Frames for Masters Program

#### Language

- 2 semesters

#### Theory of Religion

- 2 semesters (first year of study)

#### Coursework

- 4 semesters

**Please note:** Coursework becomes invalid for the purpose of fulfilling the course requirements 10 years after the initial completion of coursework.

#### Completion of Program

- 4 semesters

*These time frames are intended as guidelines to indicate the amount of time in which the student can reasonably expect to finish his or her program. Maximum time frames are outlined in the Degree Requirements section of this Handbook, which begins on page 22.*

# Ideal Time Frames for PhD Programs

## Languages

- Post-Masters students: 4 semesters
- Post-Bachelors students: 6 semesters
- CPAR students: 10 semesters

## Theory of Religion

- All PhD students: 2 semesters (first year of study)

## Coursework

- Post-Masters students: 4 semesters
- Post-Bachelors students: 6 semesters
- CPAR students: 10 semesters (including coursework and practicum)

## Examinations

- Post-Masters students: 5-6 semesters
- Post-Bachelors students: 7-8 semesters
- CPAR students: 12 semesters

## Prospectus Approval

- Post-Masters students: 7-8 semesters
- Post-Bachelors students: 9-10 semesters
- CPAR students: 14 semesters

## Dissertation Defense and Completion of Program

- Post-Masters students: 10-11 semesters
- Post-Bachelors students: 11-12 semesters
- CPAR students: 19 semesters

***These time frames are intended as guidelines to indicate the amount of time in which the student can reasonably expect to finish his or her program. Maximum time frames are outlined in the Degree Requirements section of this Handbook, which begins on page 18.***

**Stretching Your Dollars  
in the  
Division of Religious and Theological Studies**

**AY 2009-2010**

***These strategies are economic rather than academic, and they may not be appropriate for your program in every case. The purpose of this information is to make you aware of your options as you plan your graduate studies in the Division.***

**Take STH courses as a part-time student**

The university charges full-time students – those enrolled in 12-18 credit hours – a fixed tuition rate, set by the college to which the student belongs. As a Division student, you are enrolled in the Graduate School of Arts and Sciences (GRS). If you take 12 or more hours, you pay full GRS tuition (\$18,955 per semester in 09-10) no matter where you take your courses.

If, however, you register for less than a full course load (2-11 credit hours), you pay by the credit hour and according to the tuition rate of the school or college within Boston University that is offering the course. The School of Theology (STH) tuition rate for one credit hour has been set at \$485.00 for AY 2009-2010. The Graduate School (GRS) tuition rate for one credit hour in AY 2009-2010 will be \$1,184.00. And because Division (GRS RN) courses are often cross-listed with School of Theology (STH) courses, students can save a considerable amount of money by enrolling part-time and registering for their courses using the STH course numbers. Here are some comparative costs:

**Full-time GRS student  
(12-18 credit hours)**  
\$18,955

**Part-time GRS student  
(10 STH credit hours)**  
\$4,850 (485 x 10)

Semester Savings: \$14,105

Academic Year Savings: \$28,210

Furthermore, courses offered in the other schools that are members of the Boston Theological Institute (Harvard Divinity, Boston College, Andover-Newton, Gordon Conwell and more) cost the same amount as STH courses, so DRTS students have a wide range of courses from which to choose.

**Certified full-time status**

A student who takes 12 or more credit hours is automatically considered a full-time student, and one who takes fewer than 12 hours is considered part-time. However, by utilizing the “Stretching Your Dollars” program, students are certified full time, even though they are registered for less than 12 credit hours of coursework. This is accomplished by submitting a completed “Certificate of Full-Time Participation in Graduate Program” form with your registration form each semester. (This form is included in registration packets that are mailed twice each year to your home.)

Certified full-time status meets the requirements of many loans and other financial aid programs while allowing students to take advantage of the savings outlined in this document.