



**Graduate
Program in
Religion**

**Student
Handbook**

2022-2023

Welcome to the GPR!

Welcome to the Graduate Program in Religion, a division of Boston University's Graduate School of Arts and Sciences housed in the Department of Religion.

We are so pleased that you have chosen to become a part of our dynamic academic community! This Handbook is designed as a complement to the [Graduate School of Arts and Sciences Bulletin](#) and will help to guide you as you complete the steps toward your graduate degree. Outlined below are the basic requirements for your PhD degree. It is your responsibility to meet the requirements of your degree program and to accurately report on your progress to your advisor and to the GPR staff. As you progress in your degree program, the faculty and staff of the GPR will be here to support you and to answer any questions you may have.

All students are encouraged to work actively with your primary advisor in the shaping of your program and to identify the best resources for meeting your goals and helping to ensure that your work is done in a timely and efficient manner. You may also wish to consult with the Director of Graduate Study (DGS), Prof. Jonathan Klawans. Questions concerning financial assistance, student progress and general questions concerning program requirements can be directed to Prof. Klawans.

Along with the DGS (Prof. Klawans), Prof. April Hughes, our department's Director of Undergraduate Studies, will assist in training and overseeing the work of Teaching Fellows. Should you have other questions or concerns, including ones outside of or beyond the specifics of GPR policies and requirements, you are also welcome to contact the Chair of the Department of Religion, Prof. David Frankfurter.

When it comes time to submitting paperwork including registration forms, records of examinations, etc., your point of contact in the office will be our office administrator, Wendy Czik. Please to attend to all paperwork requests from our office in a timely manner.

Our GPR Community

The Graduate Program in Religion strives to provide a thriving intellectual home for its students, staff, and faculty. We seek to foster a space that supports inquiry, discussion, unfettered thought, the asking of sometimes uncomfortable questions, and, crucially, mutual respect as we work together on our scholarly and pedagogical pursuits.

First and foremost, however, fostering such engagement requires doing our best to support the diverse needs of our community, which includes actively countering discrimination, harassment, unwanted attentions, or cruel or demeaning words or actions, whether these are based on race, gender, sexual orientation, age, ability, cultural or class background, political commitments, or linguistic competencies. Our section on [Title IX Resources](#) on our webpage addresses some of these issues, but students and others should feel free to approach the advisor, department Chair, or DGS on any matters that arise pertaining to any form of discrimination or harassment that they may encounter.

True learning and inquiry can only progress in an open environment, and the precondition of such openness is, quite simply, safety, respect, and kindness for all.

Note: The policies outlined in this Handbook are subject to revision, as our faculty deem appropriate and when the GRS makes changes to which our program must comply.

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GPR Administrative Directory

The administrative offices of the GPR are located in Room 302 in 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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Religions of the Ancient Med. World

[David Frankfurter](#)

Religion in Philosophy, Politics, and Society

[Anthony M. Petro](#)

Glossary of Acronyms

At Boston University, 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.

BTI	Boston Theological Institute
BSR	Bay State Road
DGS	Director of Graduate Studies
CAP	Committee on Academic Programs
CAS	College of Arts & Sciences
GPR	Graduate Program in Religion
GFR	Graduate Faculty in Religion
GRS	Graduate School of Arts & Sciences
IRB	Institutional Review Board
MLCL	Modern Languages & Comparative Literature
RS	Romance Studies
STH	School of Theology
TF	Teaching Fellow

Financial Aid and Fellowships

All PhD students who are offered admission to the GPR will be fully funded (have their tuition covered and receive a stipend) for five years, of which three years (6 semester) will include service to the department, usually through a teaching or research fellowship. Students who need more than five years to complete and defend their dissertation are guaranteed to have their tuition covered (but will not receive a stipend) for an additional two years.

External and Multiple Fellowships

PhD students receiving financial support from sources outside the University must inform GRS of this support. A PhD student may not hold multiple fellowships or other awards, whether from University sources or external to the University, if the total stipend exceeds that of a student at a comparable stage in the same program receiving a 12-month Boston University stipend. Students holding an external fellowship that carries a smaller stipend than the standard Boston University stipend may have their stipends supplemented so that the student receives the same stipend as their peers. A one-semester teaching fellowship may be used for this purpose if allowed under the terms of the external fellowship.

Teaching

The majority PhD students who are admitted to the GPR will be required to serve as a Teaching Fellow as part of the terms of their Fellowship. Most students should expect to serve as TFs for three years (six semesters) starting the Fall Semester of their second year in the program. TFs assist a faculty member with teaching a semester-long course and work 20 hours a week.

Additional Work

Domestic PhD students receiving a full stipend, whether as a dean's fellow, teaching fellow, or graduate research fellow, may be hired for minor additional tasks provided that:

1. the tasks provide the student with an opportunity for professional growth in research, teaching, or associated administration (such as running a conference or department administration);
2. the total additional payment does not exceed \$1500 per semester;
3. the work involved does not exceed 5 hours/week averaged over the semester; and
4. the payment is set up as a weekly salary. Hourly payment is not permitted. All additional payments must be submitted to GRS Financial Aid by submitting the standard student employment authorization forms.

International students cannot be employed more than 20 hours/week under immigration rules.

Degree Requirements

This section of the *Handbook* provides a summary of the main rules and requirements that must be followed and fulfilled by students pursuing a PhD in the GPR.

The GPR follows the guidelines set forth in the Admissions and Policies sections of the [Graduate School of Arts & Sciences Bulletin](#). **Students should familiarize themselves with these guidelines.** The GRS Bulletin is only available online.

The administrators and the DGS monitor student records to ensure that all requirements and timeframes outlined in this Handbook and in the GRS Bulletin are met. However, the student is ultimately responsible for meeting all degree requirements and deadlines. **Students who are not able to meet one or more of the timeframes outlined below must contact the DGS for assistance.**

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

Advising

PhD students entering the GPR will be assigned an advisor. This advisor will assist the student in selecting courses and satisfying degree requirements according to the Timeframes for Completion (see p13, below) established by the GPR. Upon admission, students are welcome to request certain faculty advisors. Students can also consult the DGS to request changes in assigned advisors. It is often the case that as a student develops the focus that will constitute their dissertation, a faculty member other than the initial advisor becomes the new primary advisor (and First Reader). All advising changes must be registered with the Department Administrator and DGS.

Course and Credit Requirements and Transferring Credit

PhD candidates must complete 64 credit hours (usually, 16 courses), which includes three required courses:

- 1) RN791: *The Study of Religion I: Classic Approaches and Theories*
- 2) RN792: *The Study of Religion II: Religion and Contemporary Theory*
- 3) RN793: *Professional Development Seminar*

PhD Candidates must also satisfy a **World Religions requirement**. The goal of this requirement is for students to attain breadth in the diversity of global religious traditions, such that they could design and teach a course on world or global religions. Such traditions might include Hinduism, Buddhism, Confucianism, Judaism, Christianity, and Islam—religions often thought of as “world religions”—but also might include Africana, Latin American, and indigenous religions, as well as new religious movements. The goal is intellectual exposure to some of these many traditions, not all of them. As such, the requirement may be satisfied in a number of ways, depending on students’ areas of research and what additional work best expands upon their breadth. These may include: serving as a TF for *RN105 World Religions*, *RN103 Religions of Asia*, or *RN104 Judaism, Christianity, and Islam*; completing an exam in this area; or counting previous graduate coursework. These are suggestions; alternative or additional courses or exams may be required at the discretion of a student’s advisor and/or DGS.

Transferring Credits: Students who enter with previous graduate training in the study of Religion may petition for advanced credit for up to a maximum of 16 credit hours. *You should consult first with your advisor and then with the DGS about the possibility of transferring courses.* Please also see the [GRS website](#) for complete information on receiving advanced credit.

Course Options

GPR students may take graduate level courses (500 level or above) in almost any School or College of Boston University. Students can view the upcoming semester's University Course Schedule online on their [StudentLink](#) page to explore course options by topic. More detailed information on the graduate-level courses currently being offered by the Department of Religion is available on the [GPR Website](#).

Students may also take courses at all member institutions of the Boston Theological Institute (BTI). In most cases, students will be approved to take one course per semester through the BTI, but under special circumstances, when approved by their advisor and the DGS, a student may be able to enroll in two. A full listing of member institutions is available on the [BTI Web site](#). In many cases, these resources can helpfully supplement the wide range of learning available within Boston University.

Timeframes for completion of Coursework Requirements:

4 semesters (ideal); 5 semesters (maximum). Students with previous graduate study in Religion should petition for advanced credit during their first semester in the program. Ideal and maximum timeframes will then be set accordingly.

Taking an Incomplete

Students who are unable to finish the work required for a course before the designated deadline may, upon the instructor's approval, take a temporary incomplete for the course. The student and the instructor must agree on a deadline for the work to be completed, normally within one to two months. By GRS policy, an Incomplete becomes a permanent "I" (unsatisfactory grade) unless the coursework is completed within a period of one year from the end of the semester in which the original grade is recorded. A [GPR Incomplete form](#) must be completed by the student and faculty member and submitted to the Program Coordinator. Both the student and the instructor must sign the form and both parties should keep a copy as a reminder of the revised deadlines.

Language Requirements

All students are required to demonstrate a reading knowledge of two languages in addition to English, to be tested in reading exams or language courses as outlined below. Additional languages may be required, possibly at higher levels of proficiency, depending on one's Specialization. Appropriate languages for each student will be determined by their advisor in consultation with the DGS and Specialization Coordinator.

Language Courses

Students are strongly encouraged to take the language reading courses offered by the Departments of Modern Languages and Comparative Literature (MLCL) and Romance Studies (RS). These courses are GRS LG 621 (German), GRS LF 621 (French), GRS LI 621 (Italian), and GRS LS 621 (Spanish). They are set up as Pass/Fail courses and are designed for students with little or no prior knowledge of the language. The results of the final language course exam should be reported with a [Report of Exam form](#).

Students who register for any language class should remember 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.

Language Exams

Students who are already proficient in two languages besides English may make special arrangements to take the exam without taking the class. Those who wish to do so should contact the DGS.

The exam consists of a passage of either 250 or 500 words selected by a student's advisor (or appointed examiner) to reflect the student's program of study. The student has one hour for every 250 words to translate the passage(s) and is permitted the use of a dictionary (physical or PDF), although not a grammar text, online dictionary, or any kind of digital translation program. The completed exam will be graded by a GPR faculty member (or appointed examiner) who is fluent in the language. The grader's evaluation will be based on the evidence of reading comprehension and accuracy of the translation(s). Please note that the nature of the test is finally determined by the faculty member who designs it.

Students who elect to take a language exam rather than a language class may take each language test more than once, if necessary. Once a language exam is passed a prior failure will not be included in the student's record. Repeated failure to pass language exams, however, constitutes failure to make good progress toward the degree and is therefore grounds for dismissal.

Required Forms

Once a student has passed a language exam either independently or as part free reading language courses a [Report of Exam](#) form must be completed in order for the satisfaction of language requirements to appear on academic transcripts. Completed forms should be turned in to the Department Administrator, Wendy Czik, who will then obtain the signature of the DGS and file the form with the GRS.

Timeframes for completion of Language Examinations

4 semesters (ideal); 5 semesters (maximum)

Students with at least 16 hours of advanced standing credit: 3 semesters (ideal); 4 semesters (maximum)

Continuing Student Status

Once they have completed their coursework and language requirements, students must continue to register each semester until all other degree requirements, including the dissertation defense, have been met. In order to graduate, a student must be registered with the University in the semester that they defend the dissertation, as well as the preceding semester.

All continuing students will register using the [GRS Full and Part Time Continuing Student form](#).

Annual Reports

Each spring all PhD candidates are required to submit a [Graduate Student Annual Report](#) to the Program Coordinator. Students who are beyond the maximum time frame for the degree must also file a [Petition for Extension](#) with the Graduate School. Both of these forms require students to detail their progress during the previous year and outline progress to be made the following year. Reports and petitions must be signed by the student and their advisor and will be reviewed by the DGS. **Students will not be permitted to register for the fall semester until these forms have been submitted and approved.**

Qualifying Exams

General Guidelines for Exams

Students in the GPR will take 3-4 qualifying exams, depending on the requirements of their Specialization. Each exam should have at least two readers. If a student needs an external reader (someone from outside of BU), they must still have at least two BU faculty readers as well. The same two readers should not administer all 3-4 exams—more than two faculty should be involved in a student’s overall set of exams. Examinations will have both oral and written components, to be decided on by the readers and/or Specialization committee and in consultation with the student’s primary advisor/s.

Examinations reflect the corpus of knowledge the GPR expects the student to control before they can move to writing a dissertation prospectus. Qualifying exams fall into three general types:

I. **One to two exams:** Specializations draw on diverse bodies of knowledge, address different historical periods and geographical areas, and demand discrete methodological skills. Consequently, each specialization will administer 1-2 examinations covering the historical periods, data, and historiography relevant to the specialization.

II. **One Exam:** Students across the GPR are required to master the theoretical models, interpretive schemes, and modes of analysis unique to their specialization. Hence, all students will be required to take one examination that will demonstrate the theoretical and methodological acumen necessary for interpretation of the materials particular to their specialization.

III. **One Exam:** In their dissertations, students will be making use of the requisite historical, theoretical, and methodological knowledge of their specialization to develop an original work of scholarly analysis. The final exam will consequently be aimed at demonstrating the student’s skill at analyzing their own area of expertise and interest in terms of those accepted interpretive schemes and bodies of knowledge.

Required Forms

Before starting exams, please submit the [Petition to Proceed to Exams](#) form. Upon completion of all required qualifying exams, a [Report of Exam](#) form must be submitted. The form should list the title of each exam taken and the date each exam was administered. This form can also be found outside of Room 302, in the Religion Department at 145 Bay State Road.

Requesting the MA “In Course”

PhD students who have successfully completed all required coursework and at least two written qualifying exams may receive the MA degree “in course.” The student must complete a [Report of Exam](#) form and file a [Diploma Application](#) with the GRS office.

MA Terminal Degree

A student who chooses not to continue in the PhD program, who has otherwise fulfilled the course and language requirements for the Master of Arts (and listed above), may apply for that degree. Please be sure you have complete all [GRS requirements](#) for this degree.

Timeframes for Completion of Qualifying Examinations

6 semesters/3rd year (ideal); 8 semesters/4th year (maximum).

*Students with advanced standing credit hours should adjust this timeframe accordingly.

Dissertation Prospectus and Presentation

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.

The student will draft their prospectus in consultation with at least two readers, usually drawn from their own specialization (see, below, guidance on preparing the prospectus). Once the prospectus is provisionally approved by the first reader (advisor) and second reader, the student should contact our department administrator, Wendy Czik, and the DGS to schedule a formal presentation, usually to be held within 2-3 weeks of completion, and during the academic year. The draft of the prospectus will be circulated in advance, and the student will present their project to an audience of GPR faculty and graduate students. The student will offer formal remarks on their project (about 15-20 minutes), which will be followed by questions from those in attendance. Following the presentation, the first and second readers will decide whether officially to approve the prospectus, or to approve following modest revisions. In rare cases, the readers might require substantial revisions or reconceptualization of the project. If minor revisions are required, they will be submitted to the two readers for their final approval; major revisions will be submitted to the two readers and the DGS.

The information below outlines the formal requirements and academic standards of the GPR regarding PhD prospectus and can also be [found online](#). For more detailed advice on writing the body of the prospectus, please see the appendix of this handbook.

Steps for Creating a Successful Prospectus

1. Find Readers

The student is required to have a minimum of two readers but may have as many as three. Readers are selected at the prospectus stage; additional committee members (also called “examiners”) are normally added later, as the student prepares to defend a completed dissertation.

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

GPR faculty will serve as readers for dissertations. Students may draw on full-time graduate faculty outside of the GPR (but within BU) by permission of the DGS to serve in the position of second or third reader. In consultation with their advisor, students may also request to have a professor from outside of BU serve as a second reader or third reader by submitting a [Special Service Appointment form](#). Students requesting readers from outside the GPR (or outside BU) should familiarize themselves with the [rules governing dissertation committees](#). In all cases, the majority of the full dissertation committee of five must be members of the GPR faculty.

2. Prepare the Prospectus

Students must successfully submit their prospectus and receive approval within one year of finishing their

qualifying exams. It is recommended that students start drafting it while preparing for the exams, in close consultation with their First and Second Readers. Readers commonly review the prospectus a number of times before declaring it ready for submission.

Students should review the [Content Requirements of a Prospectus](#) (which are outlined in Appendix 1 of this handbook) as well as examples of other students' successful prospectuses (available as hard copies outside 145 Bay State Road Room 302 or by request in electronic form from the Program Coordinator) before beginning the writing process.

3. Submit the Prospectus

Students must submit a Word Document of the prospectus and a signed [Acknowledgement of Prospectus Submission Form](#) to the Department Administrator (Wendy) and DGS, before moving on to schedule a prospectus defense.

Final Prospectus Approval

Once the prospectus has been approved, defended orally, and (if applicable) required revisions have been made and approved, the student is required to submit two hard copies of the final prospectus and a completed [GRS Dissertation Prospectus Approval Page](#) to the Department Administrator. The Department Administrator will obtain the Chair or DGS's signature and submit the materials to the GRS office.

Timeframes for completion of approved prospectus:

6-7 semesters (ideal); 8 semesters (maximum)

*Students with advanced standing credit hours should adjust this timeframe accordingly.

*As students proceed to the prospectus, they should also be aware of requirements for grants and fellowships, many of which require a prospectus to be defended before applying.

Writing and Defending the Dissertation

There are multiple important deadlines during the course of the academic year that the student must meet in order to schedule the defense and, following a successful defense, to file the final dissertation and receive their degree. A student who is planning on graduating must meet all of these administrative deadlines in order to qualify to receive the degree on time.

To ensure timely and thorough review of the dissertation, students should submit a complete draft of the dissertation to their first and second readers, if not the full committee, on or before the [deadlines listed on the CAS website](#).

To ensure that all requirements and paperwork filing dates are met, the student must check in with the Department Administrator early in the semester in which they intend to graduate.

After the readers have approved the dissertation for defense, the student must schedule an oral defense in consultation with the First Reader, Department Administrator, and DGS. Students are responsible for any technology and communication needed for the defense.

The student must defend the dissertation before a committee of at least 4 professors. The committee includes the student's 3-4 Readers as well as the Defense Chair (who is not a Reader). The combination of Readers and Chair, must add up to at least 4 (with a maximum of 5 members on the committee), a majority of whom must be members of the GPR faculty. Three weeks prior to the defense, a copy of the dissertation should be provided to each member of the student's committee. Students should determine the preferred document format (hard copy, Word Document,

PDF, etc.) of each committee member before circulating the dissertation. For further guidelines on the defense, please see the [GPR website](#).

Dissertation Abstract

Before a student defends their dissertation, they must submit an abstract to the DGS and the Dean of the GRS. The abstract must state the thesis, the methods of research, and the contribution of the research to the academic study of religion, the area of specialization, and scholarship on the topic.

The student should submit a properly formatted abstract of no more than 350 words to their First Reader at least four weeks before the scheduled defense. After the abstract has been edited and approved by the First Reader, it should be emailed to the Department Administrator and the DGS along with a [Dissertation Defense Abstract form](#) signed by the First Reader. Once the student's First Reader and the GPR DGS approve the abstract, the abstract and form will be submitted to the GRS Dean.

For formatting guidelines, please consult the [GRS Research Guide for Writers of Theses and Dissertations](#).

GRS Timeframe for Completion of all PhD Programs

10 semesters (ideal); 14 semesters (maximum)

Timeframes for PhD Programs

Requirement	Ideal Timeframes	Maximum Timeframes
Coursework	4 semesters	5 semesters
Approaches to Religion (x2) Professional Development Seminar	4 semesters	5 semesters
Language Exams (x2)	4 semesters	5 semesters
Qualifying Examinations	6 semesters	8 semesters
Prospectus Approval	6-7 semesters	8 semesters
Dissertation Defense and Completion of Program	10-12 semesters	14 semesters

Note that students who receive advanced standing course credits should adjust these timeframes accordingly. Please see the GPR website for the timeframes that apply to students who matriculated prior to Fall 2015.

The maximum timeframes may only be extended with the approval of the DGS and the GRS Dean. Students who do not make reasonable progress toward completion of the degree may be terminated from the degree program. Students who find themselves in situations that prevent their making progress on the degree should consider taking a Leave of Absence.

Withdrawal or Leave of Absence

Students who find themselves temporarily unable to make progress toward their degree should consider taking a Leave of Absence (LOA). Reasons to take a LOA include, but are not restricted to, family emergencies, illness, [maternity/paternity leave](#), or reserve duty. Please note that students are automatically allowed up to two semesters of leave of absence. Students who find themselves unable to make progress toward the degree for an extended period of time (longer than one year) may petition for an extended LOA or may consider withdrawing from the program. For more specific information please consult the [GRS Bulletin](#) and the official [University Policy pages](#) regarding withdrawals and LOAs.

If a student should need to take a leave of absence or withdraw from their program, the student must complete a [Withdrawal/Leave of Absence form](#) and submit it directly to the GRS office (CAS) Room 112). The student's withdrawal or LOA goes into effect the day the signed request is received in the GRS office.

Appendix 1: Prospectus Guidelines

General Advice Regarding the Prospectus

The prospectus is a major step toward composing the dissertation and is a key step in the preparation of students for entry into the field of Religious Studies. A successful prospectus describes the dissertation project succinctly, persuasively, and in a manner that an educated non-specialist can understand. As such, the prospectus offers practice at writing for a broad audience of interested readers, a valuable skill when applying for grants, submitting manuscripts to publishers, applying for positions at academic institutions, and so on. The prospectus also offers an opportunity to receive detailed feedback from senior scholars across the discipline.

This is also an opportunity to work collegially with your peers. Students are encouraged to seek advice and feedback from student colleagues and to set up a working group with other students drafting their prospectuses.

Students should expect to revise drafts, in consultation with their First and Second Readers, prior to submission. Please be attentive to proofreading prose, citations, and bibliographies. Students are also encouraged to consider making an appointment with the graduate writing tutors at the [Educational Resource Center \(ERC\)](#) for a final check.

Content Requirements of a Prospectus

A prospectus is a description and justification of research to be undertaken. A good dissertation prospectus is clear and concise, and accessible to all scholars engaged in the academic study of religion. Technical language not widely used in the larger field should be explained (or avoided). The prospectus should demonstrate the student's control of the issues to be investigated, make clear the boundaries of the inquiry, indicate the method(s) to be employed, and describe the significance of the research. A full bibliography must be included in order 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 in the field. The prospectus is limited to 12 double-spaced typewritten pages, plus bibliography and appropriate appendices.

Outline of a Successful Prospectus

- **Statement of the Problem**

The prospectus begins with a concise statement of the problem addressed by the proposed dissertation. This section delimits the topic and provides a preliminary dissertation thesis or the central research question to be addressed.

- **Context and Significance of the Study**

This next section explains how the dissertation contributes to the advancement of scholarship and normally includes a literature review that surveys existing research on the topic, identifies an intellectual context, and demonstrates the significance of the proposed study within the established context. The research should be placed not only in a particular field but also within a wider understanding of religion in human history and experience. In short, the question, “So what?” should be cogently addressed.

- **Method(s) of Investigation**

Third, the methodology or theoretical framework of the proposed study is presented. This section explains the method(s) used; describes the legacy, in the specialization, of the method(s); and makes 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, the prospectus should demonstrate awareness of some of the difficulties facing the proposed project and describe the ways the project will overcome known challenges.

- **Structure of the Dissertation**

The final section describes the structure of the proposed dissertation and should include an anticipated 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. The bibliography should also include sources and literature published in all the research languages required by the student’s Program of Study. Students should also list and comment, where appropriate, on original sources and secondary literature. The bibliography should be organized by category, and a rationale for the organization should be provided in an introductory paragraph. A good working bibliography at this stage of research is typically at least 15 pages long.

- **Appendices**

Any tests, questionnaires, or other such instruments to be used in the proposed investigation should be included as appendices.

Please also include a brief statement of the estimated timeline for completing the various stages of the research and writing, including planned graduation date.

- **Formatting**

The prospectus must include a title page with the title of the project, the name of the student, his or her specialization, the names of the first and other Readers, and the date of submission.

The body should not exceed 12 double-spaced typewritten pages and should use a clear, formal font, such as Times New Roman. Citations should be appropriate to the standards of the field of the student, either parenthetical in-text citations or endnotes. Margins should be 1" on all sides. Pages should be numbered.

Bibliography and citation formats should match the standards in the field of the student, most commonly the Chicago Manual of Style, 15th edition. A handy, shorter reference is Kate Turabian et al., *A Manual for Writers of Research Papers, Theses, and Dissertations*, 7th ed. (Chicago: University of Chicago Press, 2007). Note: If the body uses an in-text parenthetical citation system, the student must include a separate bibliography listing only those sources cited in the body; a prospectus that uses endnotes will include all this information in the notes.

It is not necessary to follow the above list to the letter. That is, a particular prospectus need not begin with a section entitled “Statement of the Problem” followed by one on “Context and Significance of the Study,” and so on. Instead, individual prospectuses should follow the contours of the proposed project and field. However, students should keep in mind that all of the issues discussed above must be addressed and within a clear, discernible structure.

