

Harvard University  
Committee on the Study of Religion  
Harvard Divinity School

**HANDBOOK  
FOR  
TH.D. STUDENTS**

SEPTEMBER 2020

Hello, THD Students. The Study of Religion, which administers both the Th.D. and Ph.D. programs, is housed on the third and fourth floors of the Barker Center, 12 Quincy Street. Kathryn Kunkel, the Th.D. Administrator, is located in room 413, down the hall from our conference room and lounge area. The Study of Religion office is located on the 3rd floor and the phone number is 617-495-5781. We encourage you to stop by often.

This handbook is meant to give you an overview of the structure and requirements of the Th.D. program of Harvard Divinity School and to serve as a reference as you progress through the program. It is a compilation of existing documents. All THD students are, as of Fall 2019, at the dissertation writing stage of the program. Information about the submission of the dissertation and teaching fellow guidelines have been updated. Information and forms for previous milestones in the THD program have been included as historical artifacts.

We encourage you to consult as well the HDS Handbook for Students whenever you have questions . It describes Divinity School wide rules and procedures which may not appear in this handbook or which may be mentioned only briefly.

Most importantly, please stay in touch with the doctoral program coordinator for the Study of Religion. Please keep them informed of any changes in your program as you move along.

<b>TABLE OF CONTENTS</b>	<b>Page</b>
<b><i>Summary of Requirements</i></b>	4
<b>Pre-Generals Requirements (Years One and Two)</b>	
Th.D. Study Plan	5
Coursework and Residency	6
Language Requirements	7
Guidelines for Foreign Language Certification Course (Div. 4999)	10
Second-Year Review	11
“Th.D. Guidelines for Second Year Review”	12
“Th.D. Notice of Intent to Take Second Year Review”	13
<b>General Exam Information (Year Three)</b>	
Generals Exams	14
“Recommendations and Rules for the PhD and ThD General Examinations”	15
Guidelines for Submission of a Paper in Lieu of Special Field Exam	16
The Theory and Methods Exam	17
Sample Th.D. Generals Notification Memo	19
"Notice of Intent to Take Th.D. Generals"	20
"On the Day of the Exam" Procedures	21
“Guidelines For the Use of Computers During the General Exams”	22
“Policy on Failure of General Examinations”	23
<b>Dissertation Prospectus Information (Year Four)</b>	
Prospectus Requirements	24
Sample Prospectus Title Page	27
Prospectus Checklist	28
Report of Prospectus Meeting Form	29
Dean’s Dissertation Fellowship Policy	30
<b>Dissertation and Graduation (Years 5 and Following)</b>	
Dissertation General Information	31
“Information on Submission of the Dissertation for Th.D. Candidates”	32
Sample Dissertation Title Page	34
<b>General Program Information</b>	
Teaching Fellow Opportunities and Petitioning	35
HDS “Guidelines for the Appointment of Teaching Fellows”	36
Th.D. Time to Degree Policy	39
“Satisfactory Progress Requirements for the Th.D. Program”	40
“Procedures for Termination in and Reinstatement in the Th.D. Program”	44

## **SUMMARY OF REQUIREMENTS**

### ***The First Two Years: Pre-Generals Requirements***

#### **Th.D. Plan of Study**

- The student must, in consultation with the advisor, submit a Plan of Study during their first term by early November to the program administrator. This plan will be reviewed by the Director of ThD studies.

#### **Coursework**

- courses required for specialization
- Common Doctoral Seminar (first semester)

#### **Languages**

- two modern languages of secondary scholarship
- other languages as required for specialization

#### **Second Year Review**

- to occur by the end of the fourth semester

### ***Year Three: Generals***

#### **General Examinations**

- to be completed by the end of the third year

### ***Year Four: Prospectus***

#### **Dissertation Prospectus**

- to be completed and accepted within one year of taking of the general exams

### ***Year Five and Following: Dissertation***

#### **The Dissertation**

- to be completed normally within seven years of entrance to the program
- after approval of the prospectus, at least one chapter per year must be submitted to the advisor

**TH.D. PLAN OF STUDY**

Date: \_\_\_\_\_

Student: \_\_\_\_\_ Year Entered: \_\_\_\_\_

Field of Study: \_\_\_\_\_ Advisor: \_\_\_\_\_

Second Year Review (Expected date of): \_\_\_\_\_

**Languages:**

Please list your two modern languages of secondary scholarship chosen in consultation with your advisor:

1. \_\_\_\_\_

Means of completion: \_\_\_\_\_ Expected completion date: \_\_\_\_\_

2. \_\_\_\_\_

Means of completion: \_\_\_\_\_ Expected completion date: \_\_\_\_\_

3 . Specialty Language Courses: \_\_\_\_\_

\_\_\_\_\_

General Examinations: Expected semester and Year: \_\_\_\_\_

**Titles of Anticipated General Examinations:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. Special Topic: \_\_\_\_\_

Do you intend to take the Theory and Methods exam? \_\_\_\_\_

\_\_\_\_\_  
Adviser Date

-----

\_\_\_\_\_  
Date

Director of Th.D. Studies  
THD.STUDY.PLAN  
Committee on the Study of Religion  
Summer 2014

## COURSEWORK AND RESIDENCY

Two years of doctoral study in residence are required. During those two years, students must register for and complete at least four credit courses per term. A student must have achieved the minimum grade point average of "B in each academic year and have met the regulations governing enrollment with incompletes.

The Common Doctor of Theology Seminar (Divinity 4599) is required for every Th.D. student. It is offered in the fall term each year in conjunction with the Ph.D. Common Seminar (Religion 2001) for entering Th.D. and Ph.D. students in the Study of Religion. This course is intended to examine various theories and methods, themes and problems common to religious scholarship.\*

In addition, candidates must take the graduate seminars required for their field concentration. Other required courses will be determined in consultation with the academic advisor.

Students may continue to take courses related to their course of study as long as they are registered as students at the Divinity School.

### Additional information:

Doctoral students who have completed course work may register in absentia if they reside and work outside the greater Boston area. They also may waive the health fee by filing the appropriate waiver form in the Registrar's Office each semester. In absentia registration materials must be requested at least four weeks in advance of the start of the semester.

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### \*Procedure if academic problems arise in The Common Seminars:

If, in the estimation of the faculty instructor or instructors of Religion 2001/4599 or Religion 2002, academic problems arise in any enrolled student's performance during the course of a semester, it is expected that instructors will follow the sequence below:

- 1) Give the student both written and oral warning about unsatisfactory academic performance in a timely way, i.e., as soon as there are serious concerns;
- 2) Contact the student's primary program advisor to discuss the problem;
- 3) In consultation with the student and the advisor, and the appropriate program director if necessary (Ph.D. or Th.D.), general concrete guidelines in writing to address the perceived issue and improve performance in the seminar. These written guidelines must be made available to all concerned.

If, within a reasonable time frame agreed on by the discussants in 3), the student fails to improve his or her performance, to the degree that the instructors feel that the student should not continue as an enrolled member of the seminar, but should consider alternatives (such as taking the seminar a different year, or more drastically, reconsider continuation in the doctoral program), there must be:

- 4) Independent review of this assessment by the Doctoral Sub-Committee before the student is compelled, or effectively feels compelled, to withdraw from the seminar.

*Passed by Doctoral Subcommittee Spring 2013*

### Part-Time Th.D. Candidates:

Once admitted and under certain circumstances, a Th.D. candidate may petition the Committee on the Study of Religion to enroll as a part-time student in order to take less than four credit courses per term during the first two years. Part-time students are charged at a per-course rate.

Students must petition the Committee on the Study of Religion prior to registration. Separate petitions must be filed for each academic year. On the petition, Th.D. candidates should indicate the reasons part-time status is sought and the number of courses for which they wish to register each term. Part-time study ordinarily is approved for the following reasons:

- pregnancy or having to care for small children at home
- personal ill health
- severe illness of other family members
- outside employment (but ordinarily not until after one year of full-time study)
- extreme financial strain in cases which the student has dependents

Part-time students are subject to the same requirements and regulations as full-time students.

## Committee on the Study of Religion

### THD LANGUAGE REQUIREMENTS

1. All doctoral students—in consultation with their advisors—must achieve at least intermediate reading competence in two modern languages of secondary scholarship relevant to their course of study (such as French, German, Japanese), *in addition* to whatever primary source languages are required in their field. (Note that languages needed for ethnographic or other research, requiring verbal competence, are for primary scholarship and thus may not be used as one of the modern languages of secondary scholarship.)
2. The requirement in modern languages of scholarship commonly taught and examined at Harvard University (French, German, Spanish, etc.) can be met either by achieving a grade of B+ or better in two semesters of a second-year language course (in either HDS or FAS); by receiving a grade of A- or better in the Harvard one-semester advanced intermediate language reading courses in French, Spanish, and German; or by achieving a “high pass” on an HDS qualifying exam. Students whose first language is not English may meet the requirement with a “pass” on the language exam.
3. In the case of modern languages of scholarship for which there is not an intermediate 2-semester course at Harvard or a qualifying exam at HDS, the number of years required to achieve “intermediate reading competence” and the equivalent of “high pass” on language examinations will be determined by faculty in the relevant field. This involves an exam comparable to the HDS qualifying exam: translating a text of moderate difficulty in a one-hour exam with one dictionary, using a text of religious or historical significance or a scriptural text. The student will arrange the administration of the exam with the HDS Registrar, and consult with the Faculty Director of Language Studies about the academic guidelines for the exam.
4. All language requirements must be met before General Examinations are taken.

*Passed by HDS Faculty 4/23/2012. Reported to Standing Committee 5/11/2012*

***Additional information about languages:***

Students having extraordinary difficulty in passing language requirements are encouraged to contact both their program administrator and the Director of Language Testing.

Language exams taken while a doctoral student was in a masters program at HDS may be used to fulfill the language requirement if the required grade has been achieved. However, final exam results for the language courses in the Summer Language Program or the full-year German tutorial are not acceptable: doctoral students must take the official language exam.

Language Exams: Language competency exams are given three times a year in early September, late January, and late April. A passing level on a language exam attests that a student has sufficient knowledge and skill to use the language in scholarship. Some mistakes in recognizing grammar or vocabulary are allowed if they do not seriously undermine the student's ability to understand the language in question.

During the one-hour exam, students are asked to translate a one-to-two page text of intermediate difficulty. Students may use a dictionary. Language exams are normally given for Hebrew, Greek, Latin, German, French, and Spanish. Students wishing to be tested in another language should consult the Director of Language Studies at HDS.

\*\*\*\*\*

If you have any preparation in the required languages, you are strongly urged to sign up for and take one (or more) of the language qualifying exams given in early September of your first year. You may find that you pass the exam, but even if you do not, you will be much better prepared to choose an appropriate course or study on your own before trying again. A failure is recorded on your internal record sheet, but is never released on a transcript.

Th.D. students may take summer language courses without paying extra tuition during the summers immediately preceding and following their first year.

## **Guidelines for the Foreign Language Certification Course (Div. 4999)**

### **1. Eligibility**

Students who apply to do a Readings and Research class to fulfill the language requirement should first have:

- a. attempted to prepare for the exam by completing course work at Harvard; and
- b. attempted the qualifying exam and been unsuccessful.

### **2. Procedure for applying**

To apply to do a Readings and Research course, a student first must consult with and have permission of:

- a. her/his advisor; and
- b. the Director of Language Studies; and
- c. the proposed instructor of the course.

After this initial approval, and before registering for the course, the student should submit a list of readings and copies thereof to the Director of Language Studies and the instructor for approval. It is the student's responsibility to collect the readings, in consultation with the instructor and the Director of Language Studies if necessary.

### **3. Procedure for certification of course work**

After completion of the readings, the instructor will evaluate and report on the student's performance. The certification process entails three steps (a-c below).

- a. The instructor administers an exam (written or oral) evaluating the student's ability to translate.
- b. The instructor submits the results to the Director of Language Studies for certification. The results may take one of two forms:
  1. corrected translations; or,
  2. a brief letter describing the translation and the testing method.
- c. After receiving the material described above, the Director of Language Studies informs the Th.D. administrator that the student has completed the requirement successfully.

February 15, 1999

## **SECOND YEAR REVIEW**

All Th.D. students are required to participate in a Second-Year Review with at least two faculty members.

The Th.D. administrator will remind all first year students before the beginning of their second year of this requirement. An "Intent to Take Second Year Review" will be sent to the students and must be returned as soon as possible. Ideally, this review will take place fall semester of the second year.

The main purposes of the Second-Year Review are to consider and clarify the overall design and progress of a student's academic program and to assess the student's academic progress in general.

Two weeks in advance of the Second-Year Review students must submit to the two participating faculty members the following: 1) a two-page statement of academic purpose, and 2) two major course papers, one of which should be in the student's major field and the other in a different field or discipline.

## **Th.D. Guidelines for Second Year Review** ***Committee on the Study of Religion – Harvard Divinity School***

The main purpose of the Second Year Review is to consider and clarify the overall design and progress of a student's academic program. To this end, a student participating in the Second Year Review must prepare a 2-page statement of academic purpose, to be shared in advance with the faculty who will participate in the review. A copy of this statement should be submitted to the Th.D. Program Administrator with the "Intent to take Second Year Review Form."

A second purpose of the review is to assess the student's academic progress in general but also in regard to the degree requirements, including foreign languages. A student participating in the Second Year Review must submit two major course papers to their reviewers two weeks in advance. One of these papers should be in the student's major field and the other in a different field or discipline.

A third purpose of the Second Year Review is to review the fields that the student is proposing to cover on the General Examinations.

The Second Year Review is to occur either in the third or at the latest, in the fourth semester of study. At the end of a student's second semester, the program administrator will write a letter to the student and the advisor reminding them of when the Second Year Review should take place.

The Second Year Review should, as needed, lead to any or some of the following recommendations: clarifying the timetable for completing any remaining requirements, specifying any further coursework to be taken, the addressing of any issues in advising, clarifying the fields and timetable for General Examinations. A written summary of all such recommendations should be sent to the student as soon as possible after the review, with a copy also sent to the program administrator.

March 2004

**The Committee on the Study of Religion**

**TH.D. NOTICE OF INTENT TO TAKE SECOND YEAR REVIEW**

Student: \_\_\_\_\_ Year Entered: \_\_\_\_\_

Field: \_\_\_\_\_

Advisor(s): \_\_\_\_\_

Anticipated Faculty Committee:

1) \_\_\_\_\_

2) \_\_\_\_\_

Proposed Papers To Be Submitted:

1) Title: \_\_\_\_\_

Course: \_\_\_\_\_

Instructor: \_\_\_\_\_

2) Title: \_\_\_\_\_

Course: \_\_\_\_\_

Instructor: \_\_\_\_\_

Preferred Time Period Within Which to Have to Review:

*Please remember that you must also submit a 2-page statement of academic purpose to your committee when you submit the above papers.*

Approved By:

\_\_\_\_\_  
Advisor Date    Advisor Date

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(For Study of Religion office use only)

Final Approval By Th.D. Director: \_\_\_\_\_ Date: \_\_\_\_\_

## General Examinations

Th.D. students are required to take general examinations as follows:

- Two three-hour written examinations in their field of concentration.
- One three-hour written examination in a special topic chosen and defined by the candidate in consultation with faculty members. This special topic may lie within the area of concentration or may engage other fields of disciplines of academic studies.
- A two-hour oral examination before a committee consisting normally of at least three members of the faculty.

Please note the following special cases:

- Comparative Religion Th.D. students are required to take, in addition, the Theory and Methods Exam. This exam is required for all Ph.D. students. Students in other fields have opted to take this extremely useful exam on a voluntary basis.
- Hebrew Bible Th.D. students take their General Exams in the Near Eastern Languages and Civilization --NELC-- Department of Harvard Arts and Sciences. These students must fill out the same forms and keep the program administrators of both the Th.D. program and the NELC program advised of their intent to take Generals.

Please consult "The Recommendations and Rules for the PhD and ThD General Examinations" for additional information,

General exams are usually given in the middle two weeks of October and April. Students taking Spring Generals must file their "Notice of Intent to Take Generals" by an October deadline. Students taking the fall Generals must file their "Notice of intent to Take Generals" by a late March Deadline. The program office will send eligible students a reminder with the "Notice of Intent" form and a reminder of the exact deadline.

Students planning on taking Generals should meet with their advisors to discuss the areas in which they will be examined and the corresponding bibliographies (it's a good idea to begin thinking about and discussing these bibliographies even earlier in your program). Students then return the "Notice of Intent" together with the bibliographies to the Study of Religion Office by the deadline specified. The "Intent" form must be signed by a student's advisor. Each of the bibliographies must be signed by the examiner(s) responsible for that exam. The Director of Th.D. Studies reviews each proposal before approving a student taking Generals.

As you approach your exam, the program administrator will be happy to provide advice, support, and information as needed.

\*\* Please remember that the Th.D. program's progress guidelines specify that all program-wide language requirements (i.e. 2 modern languages of scholarship, and any additional languages required for the student's field of study) must be met and all incomplete coursework must be finished **before** a student takes generals.

## Recommendations and Rules for the PhD and ThD General Examinations

1). PhD and ThD students are each enrolled in an area or field with its own intellectual tradition and organization at Harvard University. Students are asked to participate in the activities of those areas and fields, particularly the colloquia, to fulfill their language requirements and to respect, when they exist, the inherent and written rules of that field or area.

2). PhD and ThD students are expected to develop their own thinking and to find their own topics of interest. With their advisor's help, each student will test his or her ideas and methods enriched by relevant bibliographies. Interdisciplinary enterprise will be welcome, and the advisor, as well as the doctoral subcommittee, will facilitate its implementation.

3). For their General Examinations, PhD and ThD students will each submit a list of the members of their General Examinations Committee (normally three faculty members from the relevant fields). They will also prepare a list of topics for the General Examinations according to their interests, the fields chosen, and the usual requirements when they exist in an explicit way.

These topics must be accepted by the General Examinations Committee of the student.

a) PhD and ThD students will generate bibliographies of relevant literature for each of their examinations (total 10-15 pages). The bibliography must be international and include titles in languages other than English whenever relevant. Each bibliography must begin with a paragraph explaining the nature of the topics chosen and the rationale for selecting the materials listed. The bibliography is presented to the candidate's General Examinations Committee for acceptance and signature, then checked and signed by the PhD or ThD director.

b) A student may submit a paper in lieu of the special field exam. For guidelines on this option, please see the following page.

c) The student's primary academic advisor chairs the General Examination Committee. It is the advisor's responsibility to confer with each examiner in the writing of examination questions and to insure that topics are covered appropriately and that there is no obvious repetition among questions.

d) The General Examinations are taken in four days for PhD students (the first day being the Theory and Method examination) and three days for the ThD (for whom the Theory and Method examination is optional).

e) The Theory and Method examinations have their own requirements.

f) The last day of the General Examinations is devoted to the special field of interest of the candidate, usually a field in which the dissertation will be written.

g) The two other days of the General Examinations are devoted to the general field and area in which the candidate is enrolled.

h) Each examination is taken in a three-hour period.

i) Each examination or part of an examination offers a choice of 2-3 questions.

28 April 2005, revised 7 December, 2007

## **Guidelines for the Submission of a Paper in Lieu of the Special Field Exam** ***Committee on the Study of Religion***

In lieu of a third or fourth exam, namely the special field exam, a doctoral candidate for either the PhD or ThD may submit a paper between 20 and 30 pages in length. Intent to write such a paper, with a bibliography and brief description, should be submitted together with other General Exam bibliographies six months prior to the exam period. An updated bibliography should be submitted with the paper. The chosen topic should anticipate the expected focus of the dissertation. This option may only be exercised with the approval of the student's academic advisor, and the paper should be developed in consultation with the advisor. It must be original work prepared for this purpose; work previously submitted for any other purpose (including a course, colloquium, or presentation) is not acceptable.

The paper must be submitted by 5:00 p.m. to the program administrator at the Study of Religion offices in the Barker Center, not later than one month prior to the first exam date (e.g., if the first exam would have been given on April 21, the paper would be due by March 21, or the nearest day to that date on which the office is open.) This is a non-negotiable deadline. If a paper is not submitted by the deadline, the student must sit for the exam based on the original bibliography. The submitted paper will be copied and distributed to the general examination readers and discussed at the oral examination along with the other three exams.

This option has been approved in the past on an ad hoc basis for a number of students. Most have found it to be an excellent way to begin work on their dissertation topic, receive meaningful feedback from a number of faculty at an early stage in this process, and often to curtail the 'lag' time after generals and before submitting the prospectus by providing a strong intellectual link between these stages in the program."

### **Goals of the Exam**

Building on work done in Religion 2001 and 2002, the Theory and Method doctoral exam invites students to consider both the history of religious studies as a discipline and contemporary theoretical discussions about religion in relation to the or own particular subfields. In replacing the old generic exam with this new, more theoretically driven and individually tailored exam, the Committee acts on the belief that students preparing themselves for professional lives in the study of religion need to have a clear sense of issues of current moment in the discipline; students must be able to frame the particulars of their research interests in the wider context of religious studies more generally, to enter the details of their own disciplines into broader conversations that cross particular subfields. Through this exam, we also seek to help students develop an understanding of the history of the study of religion, of the making of “religion” and “the religions” as categories of various sorts of inquiry from the early modern period to the present, in the context of wider intellectual, social and cultural history.

In preparing for this exam, students are also encouraged to think about major historical and contemporary theorists of religion in the broader context of the social, cultural, and political history of knowledge from the Enlightenment to the present, and in particular in relation to the place of the construction of “religions” and “religion” in this history.

### **Structure of the Exam**

The Theory and Method examination consists of three parts:

1. a section on the History of the study of “religion” and the “religions” and/or of other concepts central to the study of religion from the enlightenment to the present.
2. a section on contemporary conversations in the study of religion that focuses on issues and problems of current intellectual urgency across the study of religion.
3. a final section on two theorists of religion or of theorists particularly useful for the study of religion. This bibliography should include both primary source material representing the major works of each theorist, as well as secondary literature on the work and contributions of each.

### **Preparing for the Exam**

Each student must chose a Theory and Method examiner and submit a reading list according to the Committee schedule. The student will work out in advance with the TM examiner particular problems or concerns for the student to concentrate on in his or her preparation. Examiners will be responsible for writing individually tailored examination questions, in consultation with the student.

Working with an individual faculty member serves to make room for students to bring their own interests and concerns into current conversations in the discipline and to learn to view their own areas of specialization within the wider frame of the history of the study of religion. The Committee intends that students make their substantive areas of academic concern (the development of a particular ritual in Tibetan Buddhism, a problem of interpretation in Deuteronomy, a figure in American Catholic history, or an issue in Karl Barth’s theology, to cite some examples) the pivot of the theoretical learning and engagement that characterizes the new Theory and Method examination. Questions to pose in the task of working out specific foci for each part of the exam might include: how does a particular student’s research contribute to, participate in, or change the terms and orientations of contemporary conversations across the field? What is the specific history of their area of specialization (the

intellectual history of the making of “Buddhism,” for instance) in its relationship to the broader cultural history of the study of religions? How do the theorists they have chosen to work on help them sharpen questions of religious analysis in their work?

## Sample ThD Generals Notification Memo

**Subject:** Spring 2017 GENERAL EXAMS

Hi Folks,

**If you are planning on taking Spring 2017 Generals, the attached "Notice of Intent to Take Th.D. Generals," should be completed and co-signed by your adviser. Please return this form with your bibliographies to my mailbox in the Study of Religion Office by Monday, November 2.**

Please be as specific as possible when indicating the anticipated examiner(s) for each exam. Each of your bibliographies must be signed by the examiner(s) responsible for that exam.

The Spring 2016 General Examinations will begin Tuesday, April 4 (for students taking the Theory and Methods exam) and continue on April 7, 10, and 13 (Friday/Monday/Thursday), 2017. Oral exams will be scheduled as early as possible during the two weeks following the written exams, but no later than Friday, April 28, 2017

Hebrew Bible students – Please contact me to let me know your General Exam Schedule under the NELC guidelines for Hebrew Bible. I will still need the intent filled out to the best of your ability as well as a special field exam bibliography and a bibliography for the Theory and Methods exam (optional for THD students).

Folks have the option to substitute a 20-30 page paper for the fourth (special field) exam. The paper is due one month before the date of your first exam. If you miss that deadline, you automatically default to taking the exam, based on the same bibliography.

General Examinations will be administered in Widener Library from 9:30 to 1:00 on the designated days. You may hand write or word-process your exams. Also attached are the guidelines for computer use during generals. All general exams are taken under an honor system.

The document "Generals Recommendations and Rules" is attached. If you need a description of the optional Theory and Methods exam or if you have any questions, please give me a call or email. Please let me know immediately if you have any difficulty opening the attachments.

Please note: All language requirements must be met and all courses completed before taking generals. Please let me know if you have not met these requirements by the end of the Fall term.

Cordially,  
Kathryn

**NOTICE OF INTENT TO TAKE TH.D. GENERALS**  
**The Committee on the Study of Religion**

Student's Name: \_\_\_\_\_

Generals To Be Taken in Spring Semester, 2017

Adviser \_\_\_\_\_

Field of Specialization \_\_\_\_\_

Other faculty members with whom you are working towards exams in your Field:

---

Anticipated Examination Anticipated Examiner  
(Include bibliographies for each)

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4)\* \_\_\_\_\_

\* Comparative Religion & Hebrew Bible fields (Theory & Methods exam optional for others)  
Remarks: (Please note the date you intend to finish any incomplete coursework or unfulfilled language requirements.)

\_\_\_\_\_ Date: \_\_\_\_\_  
Student's Signature

\_\_\_\_\_ Date: \_\_\_\_\_  
Advisor Approval

**\*\*To Be Returned to Study of Religion Office by Monday, October 31, 2016: \*\***  
**WITH EACH BIBLIOGRAPHY SIGNED BY PROFESSOR RESPONSIBLE**

-----  
(For Study of Religion office use only)

APPROVAL: \_\_\_\_\_

## On the Day of the Exam

(Please note: procedures may vary slightly from this outline from year to year. Students will be notified of any changes.)

1. Exams will take place from 9:30 a.m. to 1:00 p.m. (one half-hour of this time may be devoted to outlining and editing written answers).
2. In accord with the honors systems the Committee has implemented, all students who stand for generals will be asked to pledge in writing that they will abide by the following guidelines:
  - a) Unless explicit authorization has been previously granted (e.g., as is usually the case with New Testament students), no books will be used during the writing of exams.
  - b) No written notes will be used during the writing or typing of exams. All written notes and books will be left at the head of the room at the beginning of each examination period. Computer hard drives may be accessed for word-processing software only.
  - c) Within the designated common areas, no talking, eating, or smoking will occur during exams.
3. For those hand-writing their exams: Use lined tablets and black pens only (both will be provided). Please do not write on the back of pages! Please skip every other line!

## **Guidelines For the Use of Computers During the General Exams Committee on the Study of Religion**

General Exams may be handwritten or word processed. All students must sign an honor pledge before taking their exams, stating that, if using a computer, they will access their hard drive for word processing software only.

If you word process your General Exams it is your responsibility to insure that the computer you are using is in good working condition. In the event of computer malfunction, the administrators, in consultation with the student's faculty advisor, will make all possible efforts for the student to retake the exam in a timely fashion. To prevent such a scenario, however, please note the following:

- Check your computer, battery pack, and disks before use. Do a dry run if necessary.
- During the writing of the exams, SAVE OFTEN!

### **PRINTING OUT EXAMS**

- At the end of each exam period, you may email your exam to the administrator who will then print it out in the Study of Religion office. The email address to be used will be given out at the time of the exam and a confirming email will be sent in response once the exam has been successfully printed out.
- You may also save your exam on a blank USB flash drive and bring it directly to the Study of Religion office where you may use the Macintosh for printing out your exam. This computer will accommodate both IBM and Mac formats
- Students using unusual software that cannot be accommodated by the Study of Religion computer must make arrangements in advance to print out their exams elsewhere. Please consult with one of the administrators well before the exam about such arrangements.
- If you plan on doing a spell check, it must be done during the exam time. A spell check may not be done just prior to printout.

### **WORD PROCESSING OR TYPING FROM HANDWRITTEN EXAMS**

- If you plan to type or word process a handwritten exam after the end of the exam, you must first return the original to the Committee office where a copy will be made for you. You may then make arrangements to type or word process the exam either at the office or at home.
- Exams word processed at home must then be returned to the Committee office within 24 hours of the end of the exam unless other arrangements have been made.
- You may make no changes in the handwritten exam, including spelling, grammar, capitalization, and content. The typed copy will be checked against the original.

### ***Policy on Failure of General Examinations ThD & PhD***

Should a student fail any part or all of his or her General Examinations, the student would normally be required to re-take all the exams unless exemptions from certain areas were recommended by the examining committee and approved by the Doctoral Subcommittee. Should the examiners wish to exempt certain areas, they must provide a rationale for their decision in writing to the Doctoral Subcommittee. Likewise, an examining committee must provide a written rationale to the Subcommittee for any recommendation that a student retake an exam in a different form (e.g., writing a paper in lieu of re-taking an exam). A student may re-take General Examinations once in the next exam period (i.e. within six months). A student must keep the same examiners (where possible) and the same bibliographies.

This written report must be produced as soon as possible after the decision in order to provide clear and timely information to the student and to the Doctoral Subcommittee. If the Doctoral Subcommittee denies the exemption or the request that a student re-take an exam in a different form, the examining committee may appeal to the Standing Committee.

Any recommendation to exempt a student from re-taking one or more of the General Examinations, or to have the student re-take an exam in a different form, must be made by the examining committee as a whole.

The categories of 'bar' and 'no bar' shall no longer be used. No student will be barred from re-taking failed General Examinations once. Should members of an examining committee feel a student would be best served by not re-taking the exams, they should communicate this to the student and explore options with him or her.

Revised February 2006

## Year Four

### ***Guidelines for the Dissertation Prospectus for ThD and PhD Students***

Within, at most, twelve months of passing generals, every doctoral candidate is expected to submit a Dissertation Prospectus. The prospectus is a proposal formulated by the student about the doctoral dissertation that he or she intends to write. Acceptance of the prospectus by the Standing Committee constitutes a kind of contract by which the full Committee agrees that if the student completes a successful dissertation that is in accord with, or a reasonable development from, what the prospectus delineates, it will recommend the degree.

#### **Student Responsibilities**

It is the responsibility of the student to formulate, with as much advice and consultation as seem appropriate, a dissertation project that seems to him or her significant and worthwhile, *and that others will recognize as a solid contribution both to his or her subfield and to the study of religion more generally*. In this regard please refer to the enclosed statement "On Drafting a Dissertation Topic Proposal," and keep well in mind the following statement in the Supplement: "Each dissertation, in making a contribution to knowledge, should also illuminate our understanding of religion."

Each student must choose a member of the Harvard faculty to supervise the writing of the prospectus. Such a faculty member will most likely, but not necessarily, be the advisor who has been supervising the student's program to that point. The student must also propose two or three other faculty members to serve on his or her prospectus committee. It is important that these professors have also READ the draft and conveyed their thoughts to the student and main advisor before it is submitted to the CSR.

In composing the prospectus the student should be mindful that he or she is writing it for The Standing Committee on the Study of Religion as a whole, to whom it must be intelligible and cogent. Most Committee members will not be experts in the student's particular specialty.

The prospectus should be brief (not more than 3000 words, excluding bibliography and notes; a model title page is enclosed), and must be double-spaced. It is to be submitted electronically to the Ph.D. Program Administrator 2 weeks in advance of the Standing Committee meeting at which it will be considered. The student should submit 25 hard copies of the prospectus to the CSR two days before the meeting at which it will be considered for approval.

The CSR will accept prospectuses at all of its meetings up to and including the April meeting. If a larger number of prospectuses is received at the April meeting, some may be tabled and discussed at the May CSR meeting. No new prospectuses will be accepted for the May meeting.

#### **Advisor Responsibilities**

Advisors are expected to be involved actively in the development of the prospectus—especially with regard to its scope and purpose—and to guide the student through early drafts.

When the prospectus is ready to be submitted to the Standing Committee, the student's advisor should confirm that all of the formal guidelines for the prospectus have been met, by signing the "Prospectus Checklist" (attached). If the student's advisor will not be able to attend the CSR meeting in which the prospectus is being discussed, he or she should write a covering letter to the CSR Chair of the Committee, indicating an evaluation of the project and a willingness to supervise the work. This letter also

proposes two or three faculty members, in addition to the advisor, to serve as members of a prospectus committee. While the majority of the prospectus committee will be scholars in the student's particular specialty, others outside his or her field might be included as well. The advisor should ascertain that these other scholars have read the draft of the prospectus, and be prepared to represent their views at the CSR meeting.

The advisor may discuss changes with the student before the prospectus comes before the committee; although it is rarely necessary, the student may opt to withdraw the draft for later submission.

### **Standing Committee Responsibilities**

The DGS or other appropriate faculty meets with doctoral students at the beginning of each academic year to discuss the prospectus process in detail.

There will also be a discussion of the entire prospectus process among faculty at the beginning of each academic year in a CSR meeting. This discussion will review the ethos and culture of the process, including the responsibility of all CSR faculty to read each prospectus carefully in advance, with the larger expectation that all theses address issues in the Study of Religion.

CSR members are strongly encouraged to alert the advisor to any substantive concerns one week in advance of the CSR meeting in which his or her advisee's prospectus is discussed. (This recommendation does not discourage robust discussion and possible rejection of the prospectus at the CSR meeting.)

Once the prospectus is submitted, it will be considered, along with comments of the advisor, by the Standing Committee at its earliest scheduled meeting. When the CSR approves the prospectus, it also approves the thesis committee, on occasion making recommendations for additions or adjustments. In every case, the advisor is a member of the prospectus committee.

Please note that additional substantive questions may be raised during the discussion of the prospectus at the CSR meeting; there is no obligation on the part of the Standing Committee to pass a prospectus.

If a prospectus is turned back to the student for revisions, it will be resubmitted to the doctoral subcommittee for approval and approval of the thesis committee.

Once the Standing Committee approves a prospectus, it will then refer it to the prospectus committee who will meet with the student to discuss the project in depth. Normally this is a two-hour meeting. The prospectus committee then reports back to the Standing Committee, recommending final approval of the proposal. In some cases the prospectus committee may indicate that it has asked the student to make some revisions and that it will delay its formal recommendation until they have been received. The prospectus committee, once its recommendation has been approved by the Standing Committee, is disbanded.

### ***On Drafting a Dissertation Prospectus***

The purpose of a prospectus is to enable students: (1) to clarify what they conceive to be the nature and significance of their prospective dissertation work, and (2) to receive constructive criticism, advice and approval from both the full Committee on the Study of Religion and members of a prospectus committee. Formulating a prospectus for the faculty represents a *significant stage* in the course of dissertation work, and its importance should not be underestimated. Not only does it allow students to come to a fuller and

more adequate understanding of their own project; it also enlists the active support of the faculty who are expected to provide significant advice and criticism at this crucial stage in its development.

While there are no well-established formulas or models for writing a prospectus, every prospectus should attend to the following issues:

1. **Topic and thesis.** There is an important distinction between a topic and a thesis. A topic represents the issue which the dissertation addresses. A thesis constitutes the position which the student takes in relation to the topic; i.e., the central hypothesis which is to be examined. For example:

Topic: Barth's theological method

Thesis: Barth's theological method results from his interpretation of the Word of God as an act which is not subject to human manipulation.

In the prospectus, students should carefully circumscribe the topic of their dissertation, including historical and conceptual analyses of the topic (to the extent that such analyses clarify what the student takes to be at issue). The aim is not only to show how the dissertation will be done, but that the student is familiar enough with the topic that the project can be done and done within a reasonable amount of time. The CSR strongly recommends that students be thinking about possible dissertation topics as they work on their General exams, with the hope that the exam process will move easily, and fairly expeditiously, into the writing of the prospectus.

2. **Sources, Method, and Theory.** The prospectus must also be clear about the sources upon which the dissertation will depend, the method(s) the student will be using, and where appropriate, the theoretical resources that will be relevant to their work. Consequently, in discussing method, it is especially important to attend to any special problems that might occur in the course of research and to note how these problems might be addressed.

3. **Contribution to scholarship.** Students should specify as carefully as they can what they consider to be the various ways their project will contribute to the field of study in which they work. In particular, it is helpful to a brief statement of the current status of their topic within their larger field of study, to indicate the various problems at issue, and to show how their project will advance the discussion. It is also important to know that prospectuses are read by the full Standing Committee before they are considered by Prospectus Committees and that the concern of the members of the full Committee, with respect to this aspect of the prospectus, is the extent to which dissertation work can be understood to contribute not only to particular fields of study but also to the broader study of religion, continuing the intellectual work begun in Religion 2001 and 2002. Students are encouraged to articulate the contribution of their research to a future horizon of the community concerned with the study of religion in connection to the received heritage of religious studies and on contemporary discussions and debates, as topic and thesis are formulated and developed and as the worth of the project for scholarship is stated.

4. **Chapter Outline.** The prospectus must also provide an outline of the projected chapter divisions and a brief description of how the argument will be developed from chapter to chapter.

5. **Bibliography.** In addition the prospectus should include a brief bibliography indicating the principal primary and secondary sources upon which the theses is expected to be based. This need not be exhaustive, but representative.

Revised November 2011

[sample]

PROSPECTUS

For a Dissertation entitled

**“A Truth Universally Acknowledged”:  
The Influence of Jane Austen on the Oxford Movement**

to be presented for the degree of Doctor of Theology

in

The Field of History of Christianity

Harvard Divinity School

By

Penelope Ultimit

Advisor: Professor Sophia Helphen

September 2018

***Dissertation Prospectus***

**Checklist**

Once a student and his or her advisor have determined that the dissertation prospectus is complete, the student must submit a copy of the prospectus, along with a copy of this checklist, signed by the advisor, to the Committee on the Study of Religion office. The Director of Graduate Studies will then confirm that the formal prospectus guidelines on this checklist have been met and contact the student, who will then be asked to submit 25 hard copies of their prospectus to CSR Administrator in the Committee office.

- Document format is 12 pt font, double-spaced.
- The length of the prospectus (excluding bibliography and notes) must NOT exceed 3000 words (roughly 10-12 pages). Word Count\_\_\_\_\_.
- Bibliography should be representative, but need not be exhaustive.
- A copy of this checklist, signed by the student's advisor, must accompany the prospectus.
- A list of suggested committee members should be included.
- Once approved by the Director of Graduate Studies, the student must submit 25 hard copies to the Program Administrator; copies may be double-sided.

Student names: \_\_\_\_\_

\_\_\_\_\_  
Advisor's signature

Proposed Prospectus Committee Members:  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_

**Harvard University  
Committee on the Study of Religion  
Report of Prospectus Meeting**

To: The Committee on the Study of Religion

\_\_\_\_\_, a candidate for the Th.D. in the Special Field  
of \_\_\_\_\_, whose Prospectus title is:

\_\_\_\_\_

met with the following members of a prospectus committee:

\_\_\_\_\_, chair  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_ We recommend that the prospectus be approved. We have signed the student's Temporary Record Card in conjunction with that recommendation.

\_\_\_\_\_ We recommend that the prospectus be approved with minor revisions which do not require another meeting. Final approval of the revised form will be given by the Chair of the Prospectus Committee. All but the Chair have signed the students TRC; the Chair will do so after approving the revisions.

\_\_\_\_\_ The candidate has been asked to make revisions, and when these have been approved by the Prospectus Committee, we will inform you that the prospectus is ready for approval. We are returning the TRC unsigned.

\_\_\_\_\_ The candidate has been asked to write a new prospectus. We are returning the TRC unsigned.

REMARKS:

## **Dean's Dissertation Fellowship Policy**

The Dean's Dissertation Fellowship (DDF) was created to provide additional support for ThD candidates who have completed their prospectuses. Each student will be granted two semesters of a standardized stipend to allow for significant concentrated progress in the early stages of the dissertation. The 2 semesters need not be taken consecutively.

Funding will commence at the earliest in the fall semester following the acceptance of the prospectus and must be taken within 2 years of application approval.

The deadline for applications for the 2018-19 academic year is in mid-May, 2019 (please confirm the date with Beth Flaherty in HDS Financial Aid), one week after the last Standing Committee meeting for the Committee on the Study of Religion. However, students are encouraged to submit their applications as soon as their prospectus has passed. Applications may be obtained from the Office of Admissions and Financial Aid and must be received on or before the deadline. Students who submit late applications will not be approved and will need to re-apply for the next academic year.

The stipend amount for the 2018-19 academic year is \$28,860 disbursed equally over a 9-month period. Stipend amounts increase slightly each year to incorporate a modest cost of living increase. Please note that while semesters need not be taken consecutively, the stipend amount is based on the academic year for which the student applied. If the second semester falls in a different academic year, the stipend amount will not be increased.

While receiving the DDF, students will not be placed on the priority teaching fellow list administered through the Committee on Academic Affairs, nor will they be allowed to take on more than one teaching fellow section during each semester they are receiving the DDF.

Students whose dissertation research requires travel should include a budget listing those expenses with the application. Additional funding may be available, but is not guaranteed and requests for additional travel funds will be reviewed by an internal HDS committee.

July 2018

## **DISSERTATION INFORMATION FOR THD STUDENTS**

### ***Harvard Divinity School – Committee on the Study of Religion***

Upon formal approval of the prospectus, the student commences the writing of the dissertation. Following the approval of the prospectus, at least one chapter of the dissertation per year must be submitted to the advisor. The dissertation should be completed within two years after the approval of the prospectus, but not later than seven years from the date of admission to the program. The length of the dissertation is limited to a maximum of 300 pages, exclusive of bibliography.

When the student is close to being ready to defend, the advisor writes a letter to the Chair of the Standing Committee proposing the dissertation examining committee. The examining committee will consist of at least three faculty readers, two of whom must be members of HDS. Members or past members of the Standing Committee of the Study of Religion are considered de facto as members of HDS.\* Membership of the examining committee must be approved by the Standing Committee.

Once the examiners have been approved and the student has completed the dissertation, a two-hour oral defense will be arranged. It is the student's responsibility to provide the examiners with copies of the dissertation by the dates stipulated in the current year's "Information on Submission of the Dissertation" (usually the first week in August for receipt of the degree in November, by the first week in December for receipt of the degree in March, and by the 3<sup>rd</sup> week in January for receipt of the degree in May).

Th.D. dissertations follow the same formatting guidelines as Harvard Graduate School of Arts and Sciences dissertations. For more information please refer to the GSAS "Form of the PhD Dissertation" page at [http://registrar.fas.harvard.edu/files/fas-registrar/files/form\\_of\\_dissertation\\_spring\\_2017.pdf](http://registrar.fas.harvard.edu/files/fas-registrar/files/form_of_dissertation_spring_2017.pdf). Note that title pages for HDS dissertations differ slightly from GSAS dissertations.

Also, please see the ThD Program Administrator for the current "Information on Submission of the Dissertation for Th.D. Candidates" when you get close to finishing. This lists specific dates for the submission of Degree Applications, the final Draft, and the last possible defense dates for the November, March, and May Degrees.

- If a student's advisor leaves Harvard when the student is at the dissertation stage, that advisor may serve as the main advisor for one year after departure. After one year, students must find a Harvard affiliated advisor. The departed faculty member may continue to serve on the dissertation committee and informally act as co-advisor.

**Harvard Divinity School  
Information on Submission of the Dissertation for Th.D. Candidates**

**I. Important Dates**

The dates listed below are for the 2020-2021 academic year. While they will vary slightly from year to year, the basic timetable of Divinity School degree deadlines remains essentially the same:

<b>FOR DEGREES IN:</b>	<b>NOVEMBER</b>	<b>MARCH</b>	<b>MAY</b>
Degree Applications due:	Sept. 18	Dec. 3	Jan. 25
Submit Final Draft to Readers by:	Sept. 18	Dec. 3	Mar. 30
Latest possible defense date:	Sept. 30	Jan. 15	May 1
Dissertation Acceptance Certificate and dissertation due:	Oct. 9	Jan. 29	May 14
Degree conferred:	Nov. 10	Mar. 2	May 27

**II. Preparation of the Dissertation**

Please refer to the Harvard Faculty of Arts and Science page regarding dissertations: <https://gsas.harvard.edu/degree-requirements/dissertations>. This page contains links to a checklist, information on formatting, and on submission among other links. The Faculty of Arts & Sciences' s site for preparation of the dissertation is applicable to Th.D. candidates as well in all but two respects: **the title page** (a style sample is provided at the end of this document) and **the portal for submission of electronic copies. For HDS, dissertations are submitted at:** <https://www.etdadmin.com/hds.harvard>

**III. The Timing of Submission**

When you think you are within reach of completing your dissertation draft, your dissertation adviser will need to propose to the full Committee a dissertation committee of readers and examiners comprised of the adviser and two (or sometimes three) additional faculty members. All such proposals should be delivered to the Program Administrator of the Study of Religion at least one week prior to the next scheduled Standing Committee meeting date, in order to be assured that the Committee will duly act upon them and formally appoint dissertation examiners then.

A copy of the final printed and three-ring or spring-bound copy of the dissertation should be submitted to each of the examiners appointed. Examiners may elect to receive an electronic copy. A copy of your title page should be sent electronically to the Doctoral Student Coordinator at this time. Once the copies have been received and the examining committee is in place, we will schedule a date for the dissertation defense. Do keep in mind that your second and third readers are likely to need, and certainly are entitled to, at least two to three weeks' reading time; and so the date of the defense is usually set at a minimum two to three weeks later than the date the copies are received.

**IV. Related Matters**

Title Page – THD students please follow the sample provided at the end of this document. Note that the date on the title page should be the month and year that the dissertation defense takes place.

Length Limitation -- In the Study of Religion, the length of dissertations is limited to a maximum of approximately 75,000 words or 300 pages, exclusive of bibliography. Permission to exceed this length is granted, on petition, only by the Doctoral Subcommittee or the Director of Graduate Studies at the request of the Dissertation Adviser.

Application for Degree -- This form is available from the HDS Registrar's office. It is the student's responsibility to file the completed forms on time, and to submit them by the dates specified above

Dissertation Abstract -- You will need to prepare a dissertation abstract, not to exceed 350 words, prior to the dissertation defense. The abstract is to be included in the front matter of the dissertation and is required by UMI

(ProQuest) for publication in Dissertation Abstracts International. The abstract will also be published in Harvard Theological Review.

Dissertation Acceptance Certificate -- We will prepare and deliver to the Chair of your dissertation examining committee your Dissertation Acceptance Certificate (DAC) immediately prior to the defense. Immediately following the defense, if no revisions are required, or as soon as any and all revisions are completed and approved by the Chair and all examiners have signed the Certificate, it should be returned to the Student Coordinator so that copies of it can be made and placed in your student file. A copy of the DAC will be sent to you so that it can be included in the front matter of the dissertation prior to submission to ProQuest. You are also required to submit the DAC as a separate file to ProQuest. The original will be sent to Harvard Archives.

## **V. Submission Procedures**

Harvard Divinity School requires electronic submission of the dissertation through ProQuest ETD <https://www.etsadmin.com/hds.harvard> before final approval of the degree. HDS also requires submission of two bound, hard copies, one to the Harvard University Archives and one to Andover-Harvard Library. Order and submission of the printed, bound copies are managed automatically through the ProQuest site. The hard copies are delivered directly from the bindery to the Archive and to Andover-Harvard Library. Students have an opportunity to order additional copies for themselves when submitting their electronic copies through ProQuest

Following submission, students are given control over the accessibility of their work through ProQuest. The assumption that underlies the regulations concerning the distribution of doctoral dissertations is that they must be “published” in the old sense. That is, they must be made available as proof of the candidate’s achievement.

Upon approval by the HDS Registrar’s Office, dissertations are cataloged in Harvard’s online library catalog, HOLLIS, which helps make student work more discoverable. The electronic dissertation is made available online through [Digital Access to Scholarship at Harvard \(DASH\)](#), the open-access repository of scholarship by members of the Harvard community. Additionally, dissertations are forwarded for deposit in ProQuest’s databases and become accessible by individuals affiliated with institutions, organizations, libraries, and repositories that subscribe to [ProQuest Dissertation and Thesis database and subject indexes](#).

Students may request to delay release (“embargo”) their work via ProQuest. An embargo is a period of time applied by the author to his or her work during which the full text of the dissertation is not openly accessible electronically. This approval process is managed by the ProQuest system. Any approved embargo placed on the work applies equally to accessibility via DASH (Digital Access to Scholarship at Harvard) and the ProQuest databases. Requests to delay distribution over two years must have the support of the student’s advisor submitted with a request sent to the Graduate Student Coordinator at the Study of Religion.

Please note that students must also register their dissertation in ORCID ([orcid.org](http://orcid.org))– Open Researcher and Contributor ID during the ProQuest submission process. ORCID provides a consistent identifier for scholars and their works which is helpful across disciplines, research sectors and national boundaries.

**Updated September 2020**

Questions about the electronic Submission Process...?

**ProQuest ETD Support** [etdsupport@proquest.com](mailto:etdsupport@proquest.com)

877 408-5027

[sample]

**Last Things First:  
Eschatological Trajectories in the Early Works of Franz Bibfeldt**

A dissertation presented  
By

Celia X. Compiere

To

The Faculty of Harvard Divinity School  
in partial fulfillment of the requirements

for the degree of

Doctor of Theology

In the Subject of

Theology (or whatever your field is)

Harvard University

Cambridge, Massachusetts

December 2020

## **TEACHING FELLOW OPPORTUNITIES**

Doctoral students are encouraged to take advantage of the many opportunities for teaching at Harvard. These opportunities include teaching in Religion courses, in Divinity School courses, in Core or Gen Ed courses, in courses in other FAS departments, and in junior and senior tutorials in the undergraduate concentration. Generally students who wish to teach are able to secure positions. In addition to its financial benefits, teaching is considered integral to the program of doctoral studies in religion at Harvard. Although the different entities in the university have slightly different regulations, most employment opportunities for THD students will be through HDS. Please see the Harvard Divinity School's "Guidelines for the Appointment of Teaching Fellows" on the following pages.

Students begin teaching in the third year as part of their financial aid packages. Normally first-year and second-year students are not allowed to teach. Students should seek out teaching fellow positions by approaching faculty with whom they would like to work. It is helpful to give them a resume with a cover letter indicating experience and subject matter preferences. To serve as a tutor in the undergraduate program, contact the Director of Undergraduate Studies in the Study of Religion. In addition, you may apply for teaching fellow opportunities at the Divinity School through Kathryn Kunkel, ThD Administrator, Barker 413, or speak with the PhD Administrator.

Teaching fellow training and workshops are held throughout the year at the Bok Center for Teaching and Learning. First time teaching fellows are required to participate in the Bok Center orientation week training sessions. In addition, teaching fellow workshops focusing on the study of religion are held throughout the year. Among these, certain sessions will be required for first-time Teaching Fellows, including an HDS Workshop on their course websites and other IT issues.

## **PETITIONING**

Any student who wishes to take a leave of absence or take extra time beyond the time allowed for languages, studying for Generals, preparing the Dissertation prospectus, or writing the Dissertation must petition for an extension of time. Petitions for extensions of time should include: 1) a summary of progress, 2) if applicable, an indication of any circumstances that have made progress difficult, 3) a probable time-table for completion of the requirement, and 4) the countersignature of your advisor. Though petitions need to be addressed to the Director of Th.D. Studies, they must be given to Kathryn Kunkel, the Program Administrator. Petitions are reviewed by the Director of Th.D. Studies and occasionally may be brought up before the Doctoral Subcommittee. Please remember that petitions are not automatically approved.

N.B. Th.D. students who wish to take a one-year leave of absence should also consult the Registrar in order to review her or his account and to clarify such matters as tuition credit and insurance coverage. Please consult the Divinity School Handbook for further details. Students should, of course, also discuss this step with their advisor and with the Program Administrator.

## **The Committee on the Study of Religion & Harvard Divinity School** **Guidelines for the Appointment of Teaching Fellows**

The contributions of teaching fellows are essential to teaching at Harvard's Faculty of Arts and Sciences and Harvard Divinity School, and teaching experience is an integral component of doctoral education at Harvard. In order to ensure the quality of instruction, to provide equitable opportunities, and to balance these with concern for doctoral candidates' progress toward their degrees, general rules for the hiring of teaching fellows have been developed. Because most of the current Teaching Fellows in Religion and at HDS are drawn from GSAS, the rules are consonant with that the GSAS faculty's regulations.

Please note: in order to advance the faculty's perennial concern for the quality of instruction in our classes, there may occasionally need to be exceptions. These shall be treated as exceptions to these rules, when circumstances warrant them.

### **Rules Governing Eligibility for Appointment of Doctoral students**

1. Doctoral candidates for the Ph.D. in the Study of Religion, the Th.D. at HDS, and other associated fields from GSAS (e.g. NELC, EALC, Sanskrit, American Civilizations) constitute the pool from which teaching fellows normally will be drawn. Teaching fellows may not be in a peer to peer relationship with their students. Consequently: (a) teaching fellows may not both take and teach the same course in a semester; (b) teaching fellows should not grade doctoral students in a course; and under certain circumstances there may be good reasons to select students from elsewhere in the University (e.g. KSG, HLS, GSE), or even from outside it; this shall be done only in exceptional circumstances.
2. First- and second-year doctoral students are not eligible for appointment.  
Priority for appointments will be given to PhD and ThD students as follows:
  1. 3<sup>rd</sup> and 4<sup>th</sup> year PhDs
  2. Post-generals ThDs and PhDs
  3. Pre-generals PhDs

The Committee on the Study of Religion is obligated to provide two sections per term of teaching for all 3<sup>rd</sup> and 4<sup>th</sup> year "Priority" PhD students regardless of whether they have passed Generals.

At HDS, students with priority #1 may be pre-appointed for sections; those in groups #2 and #3 may be pre-appointed once all of the first group are placed. Requests for exceptions for courses needing special expertise should be made to the Teaching Fellow Coordinator. Students are expected to inform the Teaching Fellow Coordinator of any teaching appointments they plan to hold in another Faculty or School.

3. After the second year, doctoral students:
  - A. who have not passed their departmental General Examinations may hold a maximum appointment of 2/5 time per semester;
  - B. who have completed their departmental General Examinations may hold a maximum appointment of 6/5 time in an academic year, with no more than 4/5 appointment in a single term. Students are expected to use good judgment in accepting employment that might delay their academic progress, and should also be in consultation with their advisor about their teaching plans.

C. International students have a maximum cap of .57FTE, or just above 2/5ths. This cap is not negotiable or extendable.

### **Expectations for Teaching Fellows**

4. All those who teach in the CSR and HDS shall be prepared to deal sensitively and knowledgeably with issues of race and gender, in line with our curricular and policy commitments. Students are responsible for preparing themselves to deal with race and gender issues, and faculty for assuring that their assistants are competent in this respect. Other forms of preparation for teaching should be pursued as well; we strongly encourage doctoral students to participate in the programs of the Derek Bok Center for Teaching and Learning, and to take advantage of resources developed by the HDS TF Liaison. TF's working in HDS are expected to participate annually in an information session on HDS academic Information Technology and will be contacted about dates for this each term.
5. As a general rule, teaching fellows should expect to spend roughly an average of 7-10 hours per week teaching, preparing, correcting course work, and providing counseling for every "fifth" assigned. They may also be involved in administrative tasks such as dividing students into sections and securing rooms, or helping with the course web site.
6. GSAS TFs should enroll for 4-8 credits of Rel 3002 for each course in which they are appointed as Teaching Fellows. (Doctoral students must be enrolled full-time, or for at least 16 credits, for each term.) There is a petition process to enroll in this course; either Director of Graduate Studies David Holland or Program Administrator Elise Ciregna can approve the petition. HDS TF's are tracked by the HDS Registrar. For appointments in courses outside HDS, HDS students must be approved by the Teaching Fellow Coordinator, Kathryn Kunkel

### **Expectations and Procedures Specific to HDS Faculty**

7. Faculty are expected to supervise and regularly evaluate the teaching done by their teaching fellows. Final responsibility for all student work rests with the faculty member.
8. Teaching opportunities should be provided to as many eligible students as possible. Faculty should, therefore, avoid recommending the same people repeatedly when other eligible candidates have no opportunities to teach.
9. It is expected that faculty at HDS will teach a section in any lecture course offered.
10. One teaching fellow (1/5 time) will be pre-appointed for lecture courses taught by regular members of the Faculty of Divinity, if: 1) the scheduled lecture course is being taught for the first time by a new HDS faculty member; or 2) the scheduled lecture course has historically enrolled 16 students or more. This would normally apply only to one course per faculty member per semester. If a faculty member intends to offer more than one lecture course in a term, this should be discussed in advance with the Teaching Fellow Coordinator.
11. Teaching fellows may be hired as enrollments reach increments of 15: the first TF is appointed at 15 students enrolled, the second at 30, and so on. Auditors cannot be counted in these figures. Lecture courses

that are co-taught by HDS faculty members or HDS appointed visitors are eligible for a TF when the number of students enrolled for credit is over 30, an additional TF may be appointed as the number of students for credit increases in increments of 15. Courses teaching or using a language with a non-roman alphabet will be allowed a TF with an enrollment of 10 students.

12. The procedure and timetable for hiring are as follows:

A. In May and December, teaching fellow information requests will be sent to faculty along with a list of priority students. Information forms will also be sent to eligible students. These should be returned to Kathryn Kunkel, Th.D. Admin, Barker Center 411, (12 Quincy St.), and will be kept on file for faculty reference at any time.

Faculty should inform the Teaching Fellow Coordinator of their choice(s) for a teaching fellow as soon as practicable. First choice should come from the list of priority students. If a faculty member wishes to pre-appoint a student not listed on the priority list, a written request for an exception must be submitted to the Teaching Fellow Coordinator detailing the reasons for the exception. Final hiring decisions rest with the Academic Dean.

B. Students may approach a professor about teaching directly (a one-page curriculum vitae should accompany the application), but work offers should not be made unless approved by the Teaching Fellow Coordinator.

C. Students will be hired and placed on the payroll in as timely a fashion as possible, given enrollment fluctuations during the shopping period.

D. A course instructor may request an exception to the regulation number of students required for a TF. All requests, addressed to the Academic Dean and to the TF Coordinators, should be made within 48 hours after the study card deadline and will be considered as a group at that time and a decision made within 4 days of the study card deadline.

## Th.D. Time to Degree Policy

### *Harvard Divinity School*

*“Normally, a thesis should be submitted within two years of approval of the prospectus, but it must be submitted within seven years from the date of admission to the program.”*

In spring 2002, the members of the Standing Committee of the Committee on the Study of Religion and the Faculty of the Divinity School voted to accept an addition to this policy which states:

*“After seven years in the Th.D. program, students may petition the Th.D. Director for a one-year extension of time to complete the dissertation. No more than three such petitions for each student will be accepted. Th.D. students will not be permitted to register beyond their tenth year in the Divinity School. However, exceptions to this rule may be made for students who have taken maternity or parental leave or for students with other special circumstances. Students are free to apply for readmission to the Divinity School, so as to re-register for the purpose of receiving the degree, when their thesis is completed. Students no longer enrolled because of this policy will have the status of ‘withdrawn.’”*

Please note: This regulation will indeed be strictly enforced. If you are beyond your seventh year in the program, regardless of any Leave of Absences taken, please make sure to submit your petition (addressed to the Th.D. Director, sent care of the Th.D. Administrator) as early as possible in the Spring.

## **Satisfactory Progress Requirements for the Th.D. Program**

(Revised May 2008)

### ***Harvard Divinity School Committee on the Study of Religion***

Study for Degree of Doctor of Theology extends through four stages: General Examinations, Prospectus, Dissertation, and Dissertation Defense. All students in the Th.D. program at Harvard Divinity School must be making satisfactory progress in order to be eligible for any type of financial aid. [Note: Satisfactory progress includes being on "grace", or warning, and students may keep their financial aid. Unsatisfactory progress, commonly known as "probation", would lead to ineligibility for financial aid.] All candidates for this degree must fulfill the following provisions of satisfactory progress to be considered in good standing:

Residence: Two years of doctoral study in residence with payment of full tuition are normally required. During those two years, students are required to register for and complete at least four credit courses per term. A student must have achieved the minimum grade point average of "B" in each academic year and have met the regulations governing enrollment with incompletes. Following payment of full tuition for two years, the student remains in residence but pays reduced tuition for the next two years. A student subsequently will be charged a Guidance and Facilities Fee for the remainder of his or her studies for the degree. During these periods of residence the student will be considered to be a full time enrolled student unless she or he is paying an Active File Fee for residence outside the Boston area.

Supervision: During the student's residency up to approval of the Thesis Prospectus, his or her progress will be monitored by the Doctoral Subcommittee of the Standing Committee on the Study of Religion. Once the Prospectus is approved, the Dissertation shall be written under the supervision of one or more advisors approved by the Standing Committee.

Language Requirements: A reading knowledge of two modern languages of scholarship is required before taking General Examinations. Courses and/or examinations in additional languages may be required by the department of field of concentration or for specific topics of the student's research and thesis.

Modern Languages -- All doctoral students must achieve at least intermediate reading competence in two modern languages of secondary scholarship relevant to their course of study (such as French, German, Japanese), in addition to whatever primary source languages are required in their field. The student and adviser shall consult to decide upon the two modern languages.

Second-Year Review: All students must participate in a Second-Year Review with at least two faculty members, to occur either in the third or, at the latest, in the fourth semester of study. The main purposes of the Second-Year Review are to consider and clarify the overall design and progress of a student's academic program and to assess the student's academic progress in general. Students participating in the Second-Year Review must submit the following, two weeks in advance, to the faculty participating in the review: 1) a two-page statement of academic purpose, and 2) two major course papers, one of which should be in the student's major field and the other in a different field or discipline.

Seminars: One graduate seminar in general theological studies (normally DIV 4599: Common Doctor of Theology Seminar), directed by one or more members of the faculty and focusing on the reading and interpretation of theological literature is required before the General

Examinations. In addition, candidates must take the one to three graduate seminars required for their field of concentration, as well as other courses and seminars determined in consultation with an academic advisor.

General Examinations: By the end of the third year a student will ordinarily have passed general examinations or the departmental equivalent. Candidates are required to take General Examinations as follows: 1) Two three-hour written examinations in their field of concentration. 2) One three-hour written examination in a special topic chosen and defined by the candidate in consultation with faculty members. This special topic may lie within the area of concentration or may engage other fields of disciplines of academic studies. 3) An oral examination before a committee consisting normally of at least three members of the faculty. Except in special cases (e.g., Old Testament and Comparative Religion) where deferment has been previously formally granted, a prospective fourth-year student must have passed the General Examinations by the end of the third year. (Students in the field of Comparative Religion are required to take a fourth exam in Theory and Methods. Hebrew Bible students must take their General Exams in the Near Eastern Languages and Civilization Department of the Faculty of Arts and Sciences. See field guidelines for additional information.)

Prospectus: Each candidate's prospectus must be submitted and approved by the standing committee within one year after passing the general examination. Twenty-five copies of the 3000-word prospectus, stating clearly the argument of the thesis and showing why it gives promise of making a contribution to learning, must be presented to the Standing Committee for its approval. The context of the problem and the student's acquaintance with the literature in the field should be indicated. The Standing Committee may vote to accept the prospectus, it may vote to accept the Prospectus provisional upon certain additions to be submitted to the full Committee, or it may ask to student to resubmit a drastically revised Prospectus. The Committee, unless it has reason to reject the prospectus, will then appoint a Prospectus Subcommittee, which will meet with the student and report back to the Standing Committee.

Dissertation: The degree shall be awarded on the basis of the successful completion of a doctoral dissertation and its defense before a committee of the faculty. The dissertation shall be written under the supervision of an advisor approved by the Doctoral Subcommittee. Within twelve months of approval of the prospectus and each subsequent year during which a student is allowed to register, she or he must have produced at least one acceptable chapter of the dissertation, or the equivalent. Normally, a thesis should be submitted within two years of approval of the prospectus, but it must be submitted within seven years from the date of admission to the program. After seven years in the program, students may petition the Th.D. director for a one-year extension of time to complete the dissertation. No more than three such petitions for each student will be accepted. The length of the thesis is limited to a maximum of 300 pages, exclusive of bibliography. Three or more unbound copies of the thesis, typed in its final form, must be submitted in spring binders, by August 15 for receipt of the degree in November, by December 1 for its receipt in March, and by April 1 for its receipt at Commencement. A dissertation abstract, with a maximum length of 350 words, must be submitted with each copy.

Thesis Defense: If the thesis is deemed acceptable by the Advisor and the Director of Th.D. Studies, the Standing Committee will appoint a Committee for the oral defense. If the examining committee accepts the thesis and its defense, and the examination is sustained by the Standing Committee, the Divinity School requires that two bound copies (the original plus one copy) on acid-free paper be submitted to the Registrar's Office before the awarding of the degree. One bound dissertation is kept in the Harvard-Andover Theological Library; the other bound copy is kept in the Harvard University Archives. At the time of submission, the student must fill out the National Research Council in Washington's Survey of Earned Doctorates

Leaves of Absence: At the discretion of the Doctoral Subcommittee the calendar of requirements as noted above may be interrupted by a maximum of one year's leave of absence. The candidate must pay a \$100 program fee during a year on leave.

Extensions: A student who has not met degree requirements or an established deadline may with the endorsement of the Director of Th.D. Studies be granted an extension, normally for one year.

## **Procedures for Termination of Candidacy in and Reinstatement in the Th.D. Program**

### ***Harvard Divinity School***

#### Procedures for termination of candidacy:

If a student is not making "satisfactory progress" towards the fulfillment of the requirements for the Th.D. program in the Study of Religion (as this matter is understood in the Harvard Divinity School Catalog), then the Doctoral Subcommittee of the Standing Committee of the Study of Religion is charged to take the following actions which are meant to prompt the student to rectify the deficiencies in his or her program of study but which will end in the termination of the candidacy of the student in the doctoral program if these deficiencies are not rectified:

1. When a student is not in full compliance with the Th.D. program's progress requirements, he or she will be so notified by the Doctoral Subcommittee or the Director of Th.D. Studies. This notice is meant to serve as an initial warning to the student that he or she has fallen behind in their work and that they are expected to rectify the deficiencies within a specified period of time.
2. If, after the specified period of time the deficiency in question is not rectified, and in the Doctoral Subcommittee's estimation the matter is deemed sufficiently serious, the student will be placed on probation for at least six months but no longer than one year. This status is designed to provide a final warning to the student that their candidacy in the doctoral program is in jeopardy of being terminated unless he or she meets the particular requirements stipulated by the Doctoral Subcommittee. The student must be notified of this decision by phone and by letter, a copy of which must be sent to the student's adviser. During this probationary period, the student will be subject to Federal regulations concerning satisfactory academic progress in the receipt of financial aid and ordinarily will not work as a teaching fellow or tutor.
3. If it is not clear that the student has fulfilled the requirement(s) in question, one month before the end of the probationary period the student will be invited to meet with the Director of Th.D. Studies and the student's adviser(s). This will provide the final opportunity for the student to demonstrate that he or she has completely rectified the deficiencies which led to probation. The student must present in a letter
  - a. clear evidence that the deficiencies have been rectified and
  - b. an outline of a well-defined plan of action for completing the remainder of the program.This letter must be approved and signed by the student's adviser.
4. The Doctoral Subcommittee will carefully consider all the details relevant to the student's progress at its next meeting. If the student has completely rectified the deficiencies which led to probation, he or she will be taken off probation. If the student has not rectified the deficiencies, and if there are no compelling reasons why these deficiencies have not been rectified, the student's candidacy in the program will at that time be terminated.
5. If the student is to be terminated from the doctoral program but has already passed General exams, the Doctoral Subcommittee may recommend to the Divinity School faculty to grant a terminal Th.M. degree.

Procedures for reinstatement:

Termination is final. This means that a student whose candidacy in the doctoral program is terminated is no longer considered an active member of the Harvard community, and thus he or she can no longer draw upon the resources of that community. Nevertheless, the student may wish to continue his or her studies on an independent basis. If such a course is followed, and if the student is able to rectify the deficiencies which led to termination, he or she may petition the Doctoral Subcommittee for reinstatement in the Th.D. program. The procedures regulating reinstatement are as follows:

1. The student must submit to the Doctoral Subcommittee
  - a. evidence that the deficiencies which led to termination of candidacy are completely rectified, and
  - b. a clearly delineated plan of action which shows when and how the student will fulfill the remaining requirements of the doctoral program.
2. The student must meet with and procure the prior endorsement of his or her adviser and the Director of Th.D. Studies, both of whom must write a letter to the Doctoral Subcommittee on the student's behalf.
3. The Doctoral Subcommittee will act on this matter at its next meeting. Reinstatement in the doctoral program is not automatic but up to the discretion of the Doctoral Subcommittee. A decision for reinstatement will be based upon
  - a. the length of time it took the student to rectify the deficiencies which led to termination of candidacy,
  - b. the clarity and reasonableness of the student's proposal to fulfill the remaining requirements of the doctoral program, and
  - c. the likelihood that the student will fulfill the remaining requirements in the time frame which they have proposed.

If the student is reinstated, his or her continued status in the doctoral program will be determined by the student's ability to follow the proposed plan of action and to keep to the time schedule which it contains. A student's candidacy in the doctoral program may be terminated again if he or she is unable to meet the stipulations of his or her proposed plan of action.