

BAYLOR UNIVERSITY



GRADUATE STUDIES IN RELIGION PROGRAM GUIDE

2023 - 2024

Welcome to Baylor University's

Graduate Studies in Religion!

Congratulations on your admission to the Ph.D. Program of Baylor's Religion Department. You have been chosen from among a broad and competitive group of applicants. We extend our warmest welcome to you and we look forward to having you as a part of the community of faith and scholarship here at Baylor.

The coming years will involve some of the most intense and rewarding preparation of your life. It goes without saying that the coursework, qualification for advanced standing, and dissertation will be a substantial challenge—navigating departmental policies and procedures need not be.

To help make the process less opaque, we have assembled this packet of information to serve as a program guide. This guide will let you know what to expect at every stage of your degree, from registering for your first classes to formatting and submitting your dissertation. While the Graduate School catalog is always the final authority on policies and procedures, this packet is intended to be a handy reference guide to the Ph.D. program in Religion at Baylor.

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Graduate Theological Fellowship

One of the most valuable resources you will encounter in your time at Baylor is the academic community that surrounds you. Helping to foster this collegiality is the job of the GTF—the Graduate Theological Fellowship.

Beyond fostering camaraderie among Religion Graduate Students, our goals are:

- 1) to improve communication between graduate students and Religion faculty
- 2) to forge closer ties between Religion graduate and undergraduate students
- 3) to strengthen the link between the Religion Department and the Graduate School
- 4) to meet the needs of prospective, first-year, and international students more effectively

The GTF leadership will be comprised of at least five people, chosen by the current steering committee in consultation with the Director of Graduate Studies. The team members will reflect the diversity of the Religion Grad Student population, including members in various stages of the program, concentrations, and denominational affiliations. This year the leadership team will consist of the following people:

- **President:** Allison Brown
Organizing GTF events; fundraising; directing communication among the team members.
- **GTF Steering Committee Members:**
Allison Brown, Cara Forney, and Casey Spinks will serve as steering committee members. Steering committee members contribute to GTF decision making and take leadership of GTF activities.
- **One of you will likely be asked to serve:**
If you have interest, please speak with the GTF president when you meet him or her this week.

This group will also serve the Religion Department as a *Graduate Student Advisory Council*. The Council will meet with the Graduate Administrative Committee at least once per semester and serve as a representative body for the Grad Students to the Graduate Faculty. The intention of establishing this dual role is to improve communication between students and faculty and to provide an accessible means for expressing student concerns.

As the year progresses, keep these resources in mind. If you have a question, concern, or desire to serve, feel free to contact any of the representatives. Here's to a great year of learning and working together!

Language Requirements

The specific requirements of foreign languages as research tools are related to the demands of the area of concentration and to research needs. The basic requirement is intermediate proficiency in two foreign languages. Methods for achieving the proficiency are described in the Graduate School Catalog. The following statements indicate the basic policy in each area:

Old Testament and New Testament Studies: The requirement is German and French. The area faculty may approve the substitution of another language for French if the student's research needs justify the substitution.

Historical Studies: Students concentrating in Historical Studies will achieve intermediate proficiency in two languages, other than English, necessary to their chosen field of research. The two languages will be negotiated with Historical Studies Faculty and conveyed to the Office of Graduate Studies.

Theological Studies: The requirement is German and French. The area faculty may approve the substitution of another language for either language if the student's research needs justify the substitution. Additional language study may be required in relation to research needs, such as Greek or Latin for Patristics.

One modern foreign language must be completed before the beginning of coursework, and the faculty recommends that all language work be completed in summer sessions. The department of Modern Foreign Languages offers reading courses in French and German each summer. The Classics department normally offers a full summer reading course in Latin each year. All foreign language requirements must be completed before students begin the last eighteen semester hours of coursework.

Note: Students concentrating in Old Testament or New Testament Studies must have completed a minimum of (12) semester hours of one biblical language (Greek or Hebrew) and (6) semester hours in the other, with a grade of B or above in the last semester of each language.

Program Structure & Course Listings

The following information describes all graduate courses offered in the Religion Department. **This information can also be found under “Courses of Instruction” in the current Graduate Catalog, <https://catalog.baylor.edu/graduate-school/>.** Please note that this is a total course listing and does not reflect the courses offered in a particular semester. The overall structure of the program and the classification of each course (e.g., whether a course is considered systematic or historical theology) is covered in the next three sections: *Course Structure and Worksheets*, *Course Classifications*, and *Common Issues*.

Required Course

5398 Theories of Religion

This course examines the ways in which scholars have asked – and answered – different questions about religion, religious expressions, and traditions. All Ph.D. students in the Religion Department are required to take this course, normally in their first semester of the graduate program.

Old Testament Studies

5301 Contemporary Issues in Old Testament Study

A selected major issue in contemporary Old Testament scholarship. The course may be taken up to three times when content differs.

5302 Seminar in the Torah

A designated portion of the Old Testament scriptures chosen from the Torah. Attention will be given to critical and theological problems, relevant bibliography, contributions of significant scholars, and contemporary issues in interpretation. The course may be taken up to three times when content differs.

5303 Seminar in the Former Prophets

A designated portion of the Old Testament scriptures chosen from the Former Prophets. Attention will be given to critical and theological problems, relevant bibliography, contributions of significant scholars, and contemporary issues in interpretation. The course may be taken up to three times when content differs.

5304 Seminar in the Latter Prophets

A designated portion of the Old Testament scriptures chosen from the Latter Prophets. Attention will be given to critical and theological problems, relevant bibliography, contributions of significant scholars, and contemporary issues in interpretation. The course may be taken up to three times when content differs.

5305 Seminar in the Writings

A designated portion of the Old Testament scriptures chosen from the Writings. Attention will be given to critical and theological problems, relevant bibliography, contributions of significant scholars, and contemporary issues in interpretation. The course may be taken up to three times when content differs.

5308 Old Testament Theology

Major theological motifs of the Old Testament. The course will include a study of the history and nature of the discipline, focusing on methodologies, personalities, and major works.

5309 Selected Documents from the Hebrew Scriptures (Cross-listed as HEB 5309)

Prerequisite(s): HEB 3301; or equivalent.

Exegesis of selected portions of the Hebrew Scriptures with careful attention given to grammar, syntax, history, and theology. The course may be taken up to three times when content differs.

5323 The History of Ancient Israel

A graduate seminar focusing on ancient Israelite history and historiography. The course will involve a thorough overview of the history of Syria-Palestine and a rigorous examination of the interests and intentions of the ancient writers. While archaeological and geographic evidence will to some extent inform the subject matter of the course, the primary emphasis will be on information gained from the written sources, both biblical and epigraphic.

5324 Syro-Palestinian Archaeology

A graduate seminar focusing upon the archaeology of Syria and Palestine from the Early Bronze Age through the Persian Period (ca. 3300-334 B.C.E.). Emphasis will be given to the use and interpretation of archaeological data with special reference to the Old Testament.

New Testament Studies

5311 Contemporary Issues in New Testament Study

A selected major issue in contemporary New Testament scholarship. The course may be taken up to three times when content differs.

5312 Seminar in the Pauline Epistles

A designated portion of the New Testament scriptures chosen from the Pauline Epistles. Attention will be given to critical and theological problems, relevant bibliography, contributions of significant scholars, and contemporary issues in interpretation. The course may be taken up to three times when content differs.

5313 Seminar in the Synoptic Gospels

A designated portion of the New Testament scriptures chosen from the Synoptic Gospels. Attention will be given to critical and theological problems, relevant bibliography, contributions of significant scholars, and contemporary issues in interpretation. The course may be taken up to three times when content differs.

5314 Seminar in the Johannine Literature

A designated portion of the New Testament scriptures chosen from the Johannine Literature. Attention will be given to critical and theological problems, relevant bibliography, contributions of significant scholars, and contemporary issues in interpretation. The course may be taken up to three times when content differs.

5315 Seminar in Acts, Hebrews, and the General Epistles

A designated portion of the New Testament scriptures chosen from Acts, Hebrews, or the General Epistles. Attention will be given to critical and theological problems, relevant bibliography, contributions of significant scholars, and contemporary issues in interpretation. The course may be taken up to three times when content differs.

5317 Seminar in New Testament Greek (Cross-listed as GRK 5317)

Hellenistic Greek based upon the translation and exegesis of selected portions of the New Testament and other early Christian literature. Attention will be given to grammar, lexicography, and textual criticism. The course may be taken up to three times when content differs.

5318 New Testament Theology

The history and nature of the discipline of New Testament Theology, focusing on methodology, personalities, and major works.

5321 New Testament in Its Jewish Context

A graduate seminar focusing on aspects of the Jewish milieu in which early Christianity emerged. The course may be taken up to two times when content differs.

5322 New Testament in Its Greco-Roman Context

A graduate seminar focusing on some aspects of the Greco-Roman milieu in which early Christianity emerged. The course may be taken up to two times when content differs.

Historical Studies

5330 The Pentecostal Tradition

A study of the Pentecostal tradition in Christianity, with particular attention to roots in the Holiness movement of the nineteenth century, origins and developments, and subsequent growth in Charismatic expressions of faith. The course may be taken up to two times if the content differs.

5331 History of Ancient Christianity

Patristic literature up to 500 CE. Selections for study will be made from apocryphal, apologetic, polemical, doctrinal and biographical types of literature. Careful attention will be given to at least one of the following ecclesiastical histories: Eusebius of Caesarea, Socrates, Sozomen, and Theodoret. The course may be taken up to three times when content differs.

5332 History of Medieval Christianity

Eastern and western medieval Christianity from the fall of Rome to the fall of Constantinople, with particular emphasis on such topics as the papacy, monasticism, the Carolingian Renaissance, the separation of eastern and Western Catholicism, scholasticism, and medieval sectarianism. The course may be taken up to three times when content differs.

5333 History of the Continental Reformation

Lutheran, Reformed and the Roman Catholic aspects of the sixteenth-century Reformation in Europe. Course may be taken up to three times when content differs.

5334 History of the English Reformation

The Reformation as it developed in England with particular attention to the background of the English church in the late Middle Ages; the influence of Wycliffe, Tyndale, and the English Bible; the progress of reform under the Tudors and the Stuarts; the rise of Puritanism and nonconformity; the Civil Wars; and toleration. The course may be taken up to three times when content differs.

5335 Modern European Christianity

History of European Christianity since the Reformation. The course may be taken up to three times when content differs.

5336 History of American Christianity (Cross-listed as AMS 5336)

History of American Christianity from pre-Columbian Christian settlements to the present, with particular emphasis on major movements and problems such as Puritanism, religious liberty, revivalism, westward expansion, the rise and growth of denominations, and post-Civil War trends. The course is normally divided into two semesters and may be taken up to three times when content differs.

5337 Baptist History

Source materials of Baptist history and polity with particular attention devoted to Baptist origins, development, theological positions, leaders, and current trends. The seminar approach will be followed, and the course may be taken up to three times when content differs.

5349 The Radical Reformation

An in-depth look at the Radical Reformation, also called the Believers' Church movement and the Anabaptist tradition. Examination of key primary texts to illustrate the diverse and developing theology of these reformers and their offspring, plus their institutional manifestations. Research essays and bibliographic work required.

5372 Church and State During the Reformation Era

Church-state relations were among many cultural relationships that were redefined during the Protestant Reformation period; however, scholars differ as to the reformers' influence in this transformation and in the development of liberal social orders throughout Europe. Martin Luther, John Calvin, Ulrich Zwingli, Anabaptist leaders, Anglican Scholars, Catholic officials, and many others contributed unique and often conflicting views of the "appropriate" relationship between church and state. This course examines the broad contours of church-state thought during the Reformation period beginning with the conciliar movement in the 14th and 15th centuries and ending with the Peace of Westphalia in 1648 and its influence in constructing the modern nation-states of Europe.

5373 Contemporary Issues in Historical Studies

A selected major issue in contemporary historical studies scholarship. The course may be taken up to three times when content differs.

5380 History of the Christian Movement

An examination of the world Christian movement in its ecclesial and para-ecclesial cross-cultural, inter-religious processes, including transatlantic, postcolonial and decolonial interpretations from the global south, particularly Africa, Asia, and Latin America.

5381 Christianity in Latin America & the Caribbean

An examination of Christianity in South/Central America and the Spanish Caribbean with transatlantic, postcolonial, and decolonial methodological frameworks, including intra and inter Christian dynamics with Amerindian and Afro-Latin American religions, geopolitical history, and migratory movements.

5382 Christianity in Africa and in Africa-Diaspora Regions

An examination of Christianity on the continent of Africa, with particular interest in Early African Christianity, the interaction with traditional religions and Islam, and Western African transatlantic history.

Theological Studies

4388 Christian Literary Classics (Cross-listed as ENG 4388)

Prerequisite(s): Upper level standing. A study of the various ways in which theological and imaginative excellence is displayed in such classic Christian authors as Augustine, Dante, Herbert, Bunyan, and Hopkins.

5350 Issues and Themes within Patristic Thought

Knowledge of French or German required. Formulation of a Christian doctrine of God came to a crisis in the fourth century when a series of conflicts over the relation of the Father and Son erupted and absorbed the intellectual energies of the Church for almost a century. As a result of the so-called "Arian controversy," various points of Trinitarian and Christological doctrine became canonized for defining orthodoxy. These have functioned as norms for all subsequent doctrinal and exegetical development, profoundly shaping the theological identity of the Church. Moreover, in the last two decades of this century, scholarship has been greatly altered by a number of changes in the interpretation of major figures and doctrinal development in the fourth century such that a significant amount of rewriting of historical theology is currently taking place. It is clear that the Nicene- "Arian" conflicts went through distinct stages and were more complicated and less compartmentalized than presented in many histories of the period. Course may be taken up to three times when content differs.

5351 Medieval Theology

The thought and practice of Christianity in the Middle Ages. Select major texts will be read, either in a format that examines the works of various writers, or with a focus on one major theologian (e.g., Anselm, Aquinas) or theme (e.g., monasticism, scholasticism). A reading knowledge of Latin is preferable, and either French or German is required. Course may be taken up to three times when content differs.

5352 The Nicene-‘Arian’ Controversies of the Fourth Century

Investigation of the development of Trinitarian theology in the first four decades of the fourth century leading up to the council of Nicaea and its immediate aftermath. After touching on antecedent works by Origen and Eusebius, the course focuses upon the writing of Athanasius and Arius of Alexandria, Eusebius of Caesarea, Eusebius of Nicomedia, and Marcellus of Ancyra, concluding with the council of Serdica (342/3). Course may be taken up to three times when content differs.

5353 Nineteenth-Century Theology

Major developments of nineteenth-century theology and their continuing relevance. One or more selected major theologians or movements will be examined. Course may be taken up to three times when content differs.

5354 Twentieth-Century Theology

Major developments of twentieth-century theology and their continuing relevance. One or more selected major theologians or movements will be examined. Course may be taken up to three times when content differs.

5356 Contemporary Systematic Theologies

Systematic theology as a genre of theology within the Christian tradition. Emphasis will be placed on systematic theologies written after Barth and Tillich. Analysis of these works will focus on questions of method as well as content. Special attention will be paid to issues related to such developments as liberation and feminist theology and postmodern thought. Course may be taken up to three times when content differs.

5357 The 20th Century Catholic Renaissance

The resurgence of Roman Catholic theology and literature in the previous century, as well as its continuing relevance for our time.

5358 Seminar on Liberation Theology

Various liberation theologies that have emerged over the last decades in Latin America, Africa, Asia, and North America. Included will be the pioneering work of James Cone, Gustavo Gutierrez, Rosemary Ruether and the theological and political schools of thought that have followed and extended their analyses. Course may be taken up to three times when content differs.

5360 Contemporary Theological Problems

Important theological problems which confront the theologian and the Christian community today. Problems such as faith and science, theological language, evil, theology and history, and Christian selfhood and modern psychology are studied. Both historical and contemporary attempts to deal with the problems will be considered. The course may be taken up to three times when content differs.

5362 Christian Anthropology

Meaning and relevance of the Christian understanding of humanity for contemporary existence in the light of Biblical, classical, ancient, and modern interpretations. Course may be taken up to three times when content differs.

5363 Christology

Historical development and theoretical systematization of major Christological themes, giving special attention to interrelation of materials from Biblical studies, history of dogma, and systematic theology. Course may be taken up to three times when content differs.

5368 Bioethics

An introduction to bioethics from a Christian theological perspective. This course will discuss the context and history of bioethics, the meaning of the body, the end of life, the beginning of life, and the treatment of human subjects.

5393 Contemporary Problems in Christian Ethics

A research seminar focusing on ethical problems in the contemporary society and the resources available in the Judeo-Christian traditions for analyzing these problems. Students will work on a specific problem or problems. Emphasis will be placed on developing technique and discovering the resources available for ethical analysis. The course may be taken up to three times when content differs.

Biblical and Related Languages

REL 4303 and REL 4304 may only be taken as electives. REL 5325 and REL 5326 can be taken for credit in the Old Testament Studies concentration if they are registered as REL courses. If they are registered as UGA 5306 or AKK 5307, they will count as electives.

4303 Aramaic (Cross-listed as ARA 4303)

Prerequisite(s): HEB 2301 or its equivalent. Grammar of Biblical Aramaic and of selected Aramaic portions of the Old Testament with a brief introduction to post-Biblical Aramaic materials.

4304 Syriac (Cross-listed as SYR 4304)

Prerequisite(s): REL 1310, 1350 and upper-level standing. Introduction to ancient Syriac with selected readings from Syriac manuscripts of biblical books as well as early Christian literature.

5325 Ugaritic Grammar and Lexicography (Cross-listed as UGA 5306)

Prerequisite(s): HEB 2301; or equivalent.

Fundamentals of language of Ugarit with special attention to the relationship of Ugaritic with Hebrew grammar and lexicography.

5326 Akkadian Grammar and Lexicography (Cross-listed as AKK 5307)

Prerequisite(s): HEB 3302 or equivalent.

An introduction to the grammar, syntax, and vocabulary of Akkadian.

Research

5399 Religion Colloquy

Prerequisite(s): Twenty-four semester hours of graduate course work. Required for participation in the Teaching Fellows Program, also known as the "Teaching Colloquy." The colloquy will address a broad range of institutional and pedagogical issues related to the teaching of religious traditions and especially the Christian tradition in an academic context.

5V00 Special Studies in Religion

An individualized course (1 sem. hr.) on an ad hoc basis that allows students to work on special research projects that are needed in the students' graduate programs, but that are unavailable in the regular curriculum.

6V00 Dissertation Proposal and Prospectus (1 to 3 sem. hrs.)

A course taken by third- and fourth-year students who have completed coursework *until* the prospectus has been defended. This course allows doctoral students to work with their dissertation advisors on completing the qualifying requirements for advanced standing in their areas of concentration, preparing their topic proposals, or writing their prospectuses in anticipation of candidacy. The course can only be taken for three semesters (1 sem. hr.) without special permission. Course provides students full-time status.

6V99 Dissertation (1 to 9 sem. hrs.)

Supervised research for the doctoral dissertation. This course is taken by doctoral students who have passed their prospectus defense and any other requirements prior to moving to the ABD status. **A total of at least nine semester hours is required for the completion of the dissertation.**

Ph.D. Program Course Structure & Worksheets

Description of Program

Baylor's Ph.D. in Religion provides an opportunity for exceptional students to do graduate work at the highest level and in a university setting. It provides preparation for research and teaching in graduate theological education and in the college and university setting where Religion is taught as one of the liberal arts and in relation to other such disciplines, particularly the humanities, the social sciences, and the natural sciences. The Baylor program offers work in four areas: Old Testament Studies, New Testament Studies, Historical Studies (Church History), and Theological Studies (Historical Theology, Systematic Theology, Contemporary Theology, Christian Ethics, and Religion and Literature). Since most graduates take their first jobs in liberal arts departments, the curriculum requires work in a variety of areas within the discipline of Religion, as well as interdisciplinary work in areas outside the department.

Course Structure and Worksheets

For the Ph.D. in religion, forty-five hours are required, which includes nine hours of dissertation credits and thirty-six hours of course work. The course work includes a minimum of twenty-four semester hours in a field of concentration (Old Testament, New Testament, Historical Studies, Theological Studies), nine hours of electives, and a three-hour seminar on theories of religion.

Concentration: The Ph.D. program requires twenty-four semester hours (minimum) in one of the four fields declared as the concentration. All courses in the concentration must be at the 5000 level. Students will take both concentration seminars offered by the area each semester.

Elective Courses: A minimum of nine semester hours of graduate courses appearing in the graduate catalog, but not in the concentration.

Theories of Religion: A seminar for all first-year students concerning theories of the academic study of religion.

Coursework (36 hours)**Religion Concentration**

24 hours

8 three-hour, 5000-level seminars

Electives

9 hours

3 three-hour, graduate courses
outside or inside the Religion
Department, but not in the
concentration

Required Course

3 hours

Theories of Religion Seminar

Typical Calendar for Ph.D. Program Completion

	Summer	Fall	Spring
Before 1st year	1st modern foreign language		
First Year		9 hours	9 hours
Between 1st & 2nd years	2nd modern foreign language		
Second year		9 hours	9 hours (formalize dissertation mentor)
Between 2nd & 3rd years	Preparation for advanced standing qualification and/or additional language		
Third year		Advanced standing qualification	Advanced standing qualification; dissertation prospectus defense
Fourth year	Dissertation writing	Dissertation writing	Dissertation writing; Religion colloquy
Fifth year	Dissertation writing	Dissertation writing; teaching	Dissertation writing; teaching, and graduation!

Coursework Completion Schedule

Year	Summer	Fall	Spring
1st Year			
2nd Year			

Each semester, the Graduate Studies office will circulate a projected course schedule in time for planning and registration. This chart may help you plot your coursework based on those schedules. Schedules are subject to change, so it will be important to verify every semester what you plan to take.

Ph.D. Coursework Distribution Tracking Sheet for Old Testament Studies

Student Name: Student Name
Student ID#:

Program Year: 2022-23

Theories of Religion – 3 Hours

Semester:	Grade(s)

Languages

Language	Semester(s)	Grade(s)

Religion Concentration – 24 Hours (5000-level only)

Course	Short Title	Professor	Semester	Grade
<i>REL</i>				

Electives – 9 Hours (4000- or 5000-level courses not from concentration)

Additional Courses

Notes

Topic Proposal: _____

_____ Plagiarism Verification Acknowledgement
on file? (Y or N)

Prospectus: _____

Dissertation Chair and Committee Members: _____

Ph.D. Coursework Distribution Tracking Sheet for New Testament Studies

Student Name: Student Name
Student ID#:

Program Year: 2022-23

Theories of Religion – 3 Hours

Semester:	Grade(s)

Languages

Language	Semester(s)	Grade(s)

Religion Concentration – 24 Hours (5000-level only)

	Course	Short Title	Professor	Semester	Grade
<i>REL</i>					

Electives – 9 Hours (4000- or 5000-level courses not from concentration)

Additional Courses

Notes

Topic Proposal: _____

_____ Plagiarism Verification Acknowledgement
on file? (Y or N)

Prospectus: _____

Dissertation Chair and Committee Members: _____

Ph.D. Coursework Distribution Tracking Sheet for Historical Studies

Student Name: Student Name
Student ID#:

Program Year: 2022-23

Theories of Religion – 3 Hours

Semester:	Grade(s)

Languages

Language	Semester(s)	Grade(s)

Religion Concentration – 24 Hours (5000-level only)

Course	Short Title	Professor	Semester	Grade
<i>REL</i>				

Electives – 9 Hours (4000- or 5000-level courses not from concentration)

Additional Courses

Notes

Topic Proposal: _____

_____ Plagiarism Verification Acknowledgement
on file? (Y or N)

Prospectus: _____

Dissertation Chair and Committee Members: _____

Ph.D. Coursework Distribution Tracking Sheet for Theological Studies

Student Name: Student Name Student ID#: Program Year: 2022-23
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<i>Theories of Religion – 3 Hours</i>	
Semester:	Grade(s)

<i>Languages</i>		
Language	Semester(s)	Grade(s)

<i>Religion Concentration – 24 Hours (5000-level only)</i>					
	Course	Short Title	Professor	Semester	Grade
REL					

<i>Electives – 9 Hours (4000- or 5000-level courses not from concentration)</i>				

<i>Additional Courses</i>				

<i>Notes</i>	
Topic Proposal: _____ Prospectus: _____ Dissertation Chair and Committee Members: _____	_____ Plagiarism Verification Acknowledgement on file? (Y or N)

Course Classifications

Each course has a particular designation within the concentration: Old Testament Studies, New Testament Studies, Historical Studies, and Theological Studies. The Theological Studies area includes sub-disciplines of Systematic Theology, Historical Theology, Contemporary Theology, Christian Ethics, and Religion and Literature. These designations are important to the design of your program. Students concentrating in Theological Studies should be in conversation with the Theology area faculty about the role of these designations for your program. This list will help ensure that your courses are in keeping with your degree requirements.

OLD TESTAMENT STUDIES

5301, 5302, 5303, 5304, 5305, 5308, 5309, 5323, 5324, 5325, 5326

NEW TESTAMENT STUDIES

5311, 5312, 5313, 5314, 5315, 5317, 5318, 5321, 5322

HISTORICAL STUDIES

5330, 5331, 5332, 5333, 5334, 5335, 5336, 5337, 5349, 5372, 5373, 5380, 5381, 5382

THEOLOGICAL STUDIES

5350, 5351, 5352, 5353, 5354, 5356, 5357, 5358, 5360, 5362, 5363, 5368, 5393

4388 **Elective only** (Students cannot take this course for credit in their concentrations)

HISTORICAL THEOLOGY

5350, 5351, 5352, 5332, 5333, 5349

BIBLICAL AND RELATED LANGUAGES

4303, 4304 **Electives only** (Religion Ph.D. students cannot take these courses for credit in their concentrations).

UGA 5306, AKK 5307, and HEB 5309 versions of some seminars can be taken as electives or as REL courses for the concentration. These course prefixes cannot be changed once the course has begun.

RESEARCH

Research courses are classified according to topic: 5399 (Religion Colloquy), 5V00 (Special Studies in Religion), and 6V00 (Dissertation Proposal and Prospectus Defense). When students reach the dissertation stage, they register for one (1) or more semester hours of REL 6V99 with their dissertation mentor. A total of nine (9) semester hours of REL 6V99 is required for the completion of the dissertation.

Common Issues

Here are some brief tips that will help you avoid common problems along the way:

- Courses cross-listed with another department e.g., with History (HIS), cannot be counted towards your concentration because courses used for REL credit must be taught by a professor in the Religion Department. You may take cross-listed courses as part of your *elective course* hours. If you choose to do so, you will normally register for them with a designation other than REL.

- Keep in mind that **biblical language courses** may be cross listed as either REL or HEB/GKB/UGA/BRL. If you intend to apply the class toward Old Testament or New Testament Studies hours, register as REL. If these courses are taken as an elective (i.e., not in your concentration) you may register for the version of the course *without* the REL prefix (HEB/GKB/UGA/ARA/AKK/SYR). The registrar will not retroactively change the course number, so be sure you register correctly the first time around. Aramaic and Syriac have REL equivalents but can only be taken as electives because they are 4000-level courses.
- Please be aware that **all coursework in your concentration area must be at the 5000 level**. Also, twenty- seven (27) of your thirty-six (36) semester hours in coursework must be at the 5000 level which includes the required Theories of Religion course (REL 5398). In other words, only 9 hours may be taken at the 4000 level toward your degree credits, and these must be in your elective courses. 4000 level courses with graduate credit may be taken as extra courses when needed and approved by the Graduate Program Director.
- When **registering**, remember that filing your advising or add/drop forms with the office staff only gets you *clearance* to register. *You are not registered* for courses until you sign up for them online through BearWeb.
- One final and very important consideration: Make sure your intended **dissertation topic** matches faculty interests. The topic must be in an area in which your supervising professor has expertise (i.e., a research interest and publication record).

Assistantship Policies for Doctoral Students

Statement

The Department of Religion supports consistent and similar expectations for doctoral students on assistantships across all programs. Awards are competitive and relate to the roles and responsibilities as specified in the Letter of Appointment.

Reason for Policy

The Department is committed to an equitable, supportive, and professional environment for graduate education. While providing financial support, assistantships help students develop scholarship, intellectual honesty, and the ability to communicate their knowledge. This policy is designed to promote effective communication of expectations between students on assistantships and faculty or staff responsible for oversight.

Definitions

Assistantships: An arrangement in which the Department provides financial support to a graduate student to aid faculty members in teaching and research in the Religion Department. Students on assistantships receive a stipend. A single academic appointment within the Department averages no more than 15 hours per week. Academic appointments outside the Department such as other departments, university offices, and grants may vary the number of hours per week required.

Graduate Program Director: The Graduate Program Director is the liaison between Graduate School and the Department. The GPD will send an initial award letter notifying the students of assistantships within the Department.

Faculty Supervisor: The faculty member who is responsible for the oversight of the assistantship will establish expectations with the student through a letter of appointment. The faculty supports the students on assistantship in completing assignments and approves the student's time card or logs.

Faculty Advisor: The faculty member who advises the student in course work related to degree completion. The advisement includes identifying and sequencing courses, scheduling question sets and orals, and ensuring that all courses required of the program are clearly conveyed. In consultation with the Graduate Program Director, the advisor also assists with petitions. Prior to qualification for advanced standing, the faculty advisor will be assigned when the student enters the program. A dissertation mentor, who must be registered for each student in the Graduate Studies Office at the end of Year 2 of the student's course work, will serve henceforth as faculty advisor.

Eligibility for Assistantships

Students must have been admitted to the Graduate School, be in good academic standing, submit an application, and be enrolled in the program.

Procedures

The GPD will send an award letter to each doctoral student. In the award letter, the student will be assigned a faculty advisor, supervisor, and/or mentor. The supervising faculty will then communicate with the student to identify the expectations in an appointment letter. The appointment letter should be prepared specifically articulating each assistant's responsibilities and the source of funding. All appointment letters will be written by the supervising faculty in discussion with the student and should contain a reference to this policy. Appointment letters should include assistantship details (individual responsible for oversight, type of assistantship, duration of assistantship, duties and responsibilities of the assistantship, number of hours of work, mentorship opportunities), financial details (pay schedule, stipend amount) and terms of the assistantship (availability of funding). If the supervising faculty member and graduate student agree to the responsibilities in the letter, the appointment letter is signed and then sent to the supervisor, mentor, and advisor. This letter will be rewritten every subsequent year as needed.

Assistantship Assignments

Primary responsibilities for doctoral students on assistantships relate to scholarship; however, students may be asked to perform duties related to teaching, and/or other activities as specified in his or her appointment letter. All experiences should be clearly linked to the student's program of study and involve a collaborative relationship with the oversight faculty member or funding entity. Assistants are not to be asked or permitted to provide personal services such as transportation or childcare as part of their responsibilities.

Teaching Assistantship Assignments

In making a Graduate Assistant (GA) assignment, faculty and staff members responsible for oversight should consider the difficulty of the assignment and the curricular background of the prospective GA. An appropriate amount of time needed for the GA to learn the material to be taught should be incorporated into the assignment. Where there are disparities in the assistantship assignments from course to course, those responsible for appointments should weigh the assistantship assignments to ensure a fair distribution of assignments.

Appointment Period

Assignments are appointed annually and follow the academic year calendar, when a semester begins or ends, unless otherwise specified in the appointment letter.

Continued Funding of Assistantship Position

Continued funding is contingent upon academic performance constituting good standing in the Department of Religion and fulfillment of any teaching, research, or administrative responsibilities as specified in the appointment letter.

Combined Assistantships and Employment Within Baylor

Students on assistantships may accept a combined total of up to 29 hours per week with approval of the Graduate Dean that may include grants, adjunct teaching, and assistantship position requirements. Adjunct teaching counts as 10 hours.

Time Away

A student on an assistantship who needs time away from his or her assistantship responsibilities should confer with his or her advisor or faculty member responsible for oversight to create a way for the student to complete his or her responsibilities at a different time or in a different way, if possible.

Expectations of the Faculty Mentor

Assistantship mentors must discuss the assistantship policy for doctoral students. The mentor will provide an end of semester oral and/or written assessment and feedback regarding a graduate assistant's performance. This feedback should communicate areas where strengths occur and where improvement is needed, and graduate assistants should be given adequate time to improve in those areas.

Expectations of Students on Assistantships

Students must dedicate the required number of hours assigned to work each week. Graduate assistants must work a minimum of 15 hours per week over the course of a semester and must receive at least minimum wage. Students receiving a graduate assistantship or fellowship are expected to maintain good academic standing and satisfactory progress toward their degrees. Moreover, procedural expectations related to the Assistantship's experience include:

1. Notification in writing of all decisions that affect changes in their assistantship details.
2. Notification of any complaints received by their faculty mentor regarding their performance.
3. Opportunity to respond in writing to any complaints.
4. The pursuit of additional activities that pertain to their professional development.
5. Balancing their assistantship responsibilities with their responsibilities to their academic program so that they can complete their degree in a timely manner.
6. The treatment as a professional in their chosen field of study.

Mentoring

Faculty responsible for oversight should provide regular feedback to assistants as part of an intentional mentoring experience. Faculty mentors should develop a professional relationship with their students on assistantships, providing developmental experiences that advance the student's abilities/interests and also address faculty interests. Experiences may relate to (but not be limited to) navigating the system, speaking at conferences, preparing for a job interview, co-authoring papers, and modeling best teaching practices.

Publications

Authorship issues for work will follow guidelines as stated in the American Psychological Association's Publication manual.

Conflict Resolution

In circumstances in which conflict resolution is appropriate based on the student or faculty member complaint, the following procedures should be used. If the faculty member or student do not think conflict resolution is appropriate, he/she can use the most appropriate course of action given the nature of the issue.

Students on Assistantship's complaints. In resolving conflicts between the supervising faculty and the student on an assistantship, the first step should be an informal conference to discuss and attempt to resolve the problem(s) with the person(s) directly involved. Second, when a mutually satisfactory resolution cannot be reached or if discussion of the problem(s) seems inappropriate because of the nature of the student's complaint, the student should seek advice from the Director of the Program. If the issue continues to be unresolved, the student should seek advice from the Graduate Program Director and/or Chair of the Department. Third, depending on the nature of the problem(s), the Department Chair may deal with the situation directly, advise the student to discuss the problem(s) with the appropriate academic dean, or advise the student of the appropriate grievance procedure to pursue. If the graduate assistant wishes to challenge a decision, a written appeal to the Dean of the School of Education may be made.

Faculty complaint. When a faculty or staff member responsible for oversight is dissatisfied with a student's performance in fulfilling the responsibilities of an assistantship, the following steps should be taken. First, the faculty member responsible for oversight should, in the course of routine mentoring, discuss the concerns regarding the student's performance, making specific recommendations for changes. Concerns may relate to the following areas:

1. A student does not abide by the appointment conditions.
2. A student fails to perform tasks as assigned.
3. A student does not make adequate degree progress.
4. A student does not make satisfactory research progress.
5. A student persistently refuses to follow reasonable advice and counsel of faculty in carrying out assistantship obligations.

Second, if improvement is not made, the faculty responsible for oversight must develop a professional improvement plan that includes objectives and a timeline to address the concerns. A copy of this plan should be sent to the Graduate Program Director. Third, the assistantship may be terminated prior to the ending of the assistantship contract date if sufficient improvement is not made. The faculty or staff member responsible for oversight must provide notification of such a termination in writing. This notification must state that the student has the right to file a grievance with the Department Chair and then the Dean of the School of Education. Note that if the student's action or behavior is considered grievous and/or unsafe, the above process may be bypassed and actions may be taken immediately.

Title IX Complaint: Sexual and Gender-Based Harassment and Interpersonal Violence Policy. Baylor University does not discriminate on the basis of sex or gender in any of its education or employment programs and activities, and it does not tolerate discrimination or harassment on the basis of sex or gender. This policy prohibits sexual and gender-based harassment, sexual assault, sexual exploitation, stalking, intimate partner violence, and retaliation (collectively referred to as prohibited conduct). For more information on how to report or to learn more about our policy and process, please visit www.baylor.edu/titleix or call the Title IX Office at (254) 710-8454.

Advisement

Registration process

1. It is helpful to begin by constructing your degree plan using the Degree Worksheets on the previous pages, giving yourself the ability to strategize for the upcoming semester. The three best sources of information as you plan are the professors (who typically know what they will teach for the next several semesters), the Religion Department Graduate Studies Projected Course Offering, and the online schedule of classes (which becomes available a few months before registration begins).
2. Using the online schedule of classes, choose the classes that best fit your degree plan. Cross-reference your semester/degree plan with the Course Classification sheet (page 18) to be sure that the courses fit your degree plan as intended.
3. Fill out the **Graduate School Adviser's Slip** as below (pick up slip from the Graduate Studies office in Tidwell 103.23 or use the advisor's slip included in your registration email). Be sure to use your Bear ID number as it appears on your Student ID card, and make sure course information is filled in correctly.
 - a. Course prefix, course number, section number, etc.; getting the correct section number is especially critical for classes with more than one section.
 - b. When registering for a class with variable hours, i.e., REL 5V00, REL 6V00, or REL 6V99, make sure to enter the appropriate number of credit hours.
4. Visit your advisor to discuss the proposed schedule. Have your advisor sign and date the form or give their approval via email.
5. Take the form to the Academic/Student Support Associate in Tidwell 103.23 (**make an appointment first**) or send electronically. He/She will issue an electronic waiver that will *enable* you to register; however, *you are not registered yet*.
6. Log on to BearWeb. Using the Add/Drop function, register for your classes. Now you are officially registered for classes!

GRADUATE SCHOOL ADVISER'S SLIP																																																																																																			
Student's Name <u>Ima G. Scholar</u>						ID.# <u>889123123</u>																																																																																													
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Adding and Dropping Classes:

1. Should you change your mind about your schedule, you are able to Add and Drop classes until the class begins. **It is important that you notify the Academic/Student Support Associate of any changes.** After courses begin, changes must be approved, and you may be charged a prorated tuition.
2. Pay attention to deadlines. **During the fall and spring semesters, courses dropped after the 5th class day will be refunded at a reduced rate.** Gradual reductions will continue after the fifth class day as follows for fall and spring semesters: days 6-10 will be refunded at a rate of 75%; days 11-15 will be refunded at a rate of 50%; days 16-20 will be refunded at a rate of 25%; days 21 or later no refund will be given. **The student will be billed and deemed responsible for any charges resulting from a reduced refund after the 5th class day. Refund dates during the summer semester are different. Please check the Student Financial Services website for summer dates. The window for refunds in the summer course is very short.**

Qualification for Advanced Standing

General Guidelines approved by the Graduate Faculty in April 2022

Broad-Overarching Themes: Each area shall designate which of the following are most important for advancement within their area. At least two of the following must be designated.

- Prepared to write a dissertation
- Demonstrate broad competence in the field of study
- Show competency in the pursuit of professional activities

Specific Student Objectives: Each area will determine which of these are most normative. At least two of the following must be identified and distributed to students.

1. Explain major past and significant current scholarly trends and schools of thought.
2. Demonstrate competency in the professional activities of academic scholarship.
3. Describe and locate a topic or an argument within current scholarship.
4. Accurately describe the social, political, religious, etc., context of an assigned topic.
5. Analyze, evaluate, and synthesize evidence.
6. Explain and defend a clear, compelling, and evidence-based argument.

Modalities of Assessment: (how can we measure the above student objectives?)

- Each area shall designate specific modalities of assessment for qualification to advanced standing. These are examples and should not be seen as either establishing set models or frameworks.
 1. Assigned Essay:
 - Example 1: SO 3 might be assessed via an assigned literature review. Here we thought of a student being told early in the program, “you will be expected to know and understand these four significant trends: A.B.C.D.” At the assigned time, the student will be told, “you have 7 days to prepare an analytic literature review on A.”

- Example 2: SO 2 might be assessed by assigning the production of a complete syllabus, a lesson plan within that syllabus, and one assessment tool within the syllabus.
2. Submitted or Published Peer-Reviewed Article:
 - Example: SO 2, 5, 6 might be assessed via a scholarly article depending on the type of article. This would, naturally, be discussed between the faculty and the particular student.
 3. Exam:
 - Depending on wording, etc., a more traditional exam might be used to assess many of the above objectives.

Mechanics: Specific mechanics for each area will be stipulated on an attached sheet. The mechanics discussed below are guidelines to help guide those specifics.

- At the end of Year 2, a dissertation mentor (DM) must be registered for each student in the Graduate Studies Office (GSO). It is the responsibility of the DM to notify the GSO no later than May 1.
- Each Religion Department Ph.D. candidate shall complete a minimum of three qualifiers.
- The number of qualifiers shall be determined by each area.
- Qualifiers should be completed as early in Year 3 as the student and dissertation mentor deem possible.
- Qualifying exams need not be proctored by the Graduate Office.
- Qualifying artifacts shall be graded and assessed by a student's area faculty, with a majority required for passage.
- The dissertation mentor is responsible for reporting a student's successful completion of an area's qualifying requirements.
- Areas shall submit a description of qualifying requirements for approval by the graduate faculty.

Old Testament Studies **Advanced Standing Qualification**

The Faculty of the OT Area have identified the following five competencies relative to qualifying for advanced standing and dissertation.

1. Explain major past and significant current scholarly trends and schools of thought.
3. Describe and locate a topic or an argument within current scholarship.
4. Accurately describe the social, political, religious, etc., context of an assigned topic.
5. Analyze, evaluate, and synthesize evidence.
6. Explain and defend a clear, compelling, and evidence-based argument.

Students must pass each qualifier (in the sequence described below) before completing the next one. Students will advance to the dissertation after satisfying all the following qualifiers by the end of the spring semester in Year 3 or the end of fall semester in Year 4:

Pre-qualifier: The dissertation mentor (DM) is to be registered with Graduate Program office by May 1 of Year 2 Spring semester. At the end of each semester, the DM will report to the Graduate Program office which qualifiers the student has completed.

Q1: Hebrew Language Exam. (To be completed by January 31 of Year 2, with a retest, if necessary, by May 15.) Students will sit for a timed exam lasting three hours (or 3.5 hours with a break). In preparation, students will be responsible on their own to have worked through translation and parsing of verbs from a list of passages from the Hebrew Bible that they will receive when they begin the program. From that list, four passages will appear on the exam, plus one sight-reading passage (of prose narrative of moderate difficulty) that does not appear on that list and that students will not have covered in coursework. Students must translate all passages and parse designated verbs satisfactorily in order to pass the exam. If a student fails the exam in January, a retest (using different passages from the same list of texts) will be available in May. Students may take the Hebrew test only two times. Failure to pass the Hebrew Exam will result in removal from the PhD program, though awarding of an MA can be sought if course work is complete satisfactorily.

Q2.a-f: Field Competency Exams: Year 3, September 15-30 (two weeks). **Pentateuch, Former Prophets, Latter Prophets, Writings, History and Archaeology of Ancient Israel, and Contextual Interpretation Methods.** Exam essay questions will be distributed in three batches and essays returned in 48 hours (Monday-Tuesday; Thursday-Friday; Monday-Tuesday). Students will submit the essays to an assigned electronic portal (that includes a plagiarism checker, e.g., TurnItIn) by the assigned due date and time. Essays should be well organized and thorough, with a length and economy of expression sufficient to answer the essay prompt fully (word limit: 1,500-2,000 words).

The OT graduate faculty may approve scholarly articles published or accepted for publication in peer-reviewed journals as substitutes for exams, based on both the quality of the work as recognized within the guild and breadth and depth of knowledge of the history of the discipline that the article(s) demonstrate. Students should submit those requests by May 1 of Year 2, along with accompanying external documentation of published or publishable work (e.g., electronic copies of the published article(s), reviewers' comments, or a letter or email from the journal editor).

Q3-6: Dissertation Topic: Year 3

3. Approval of dissertation reading list. (Prepared in consultation with prospective dissertation advisor, ideally by October 15 of Year 3)
4. 1,500-2,000-word paper/literature review on dissertation readings that critically engages history of scholarship on the dissertation topic, including both classic approaches and more recent trends. (Approved by advisor, ideally by January 15)
5. Dissertation proposal. (Ideally by March 1)
6. Dissertation prospectus and defense. (Ideally by May 1)

The following table shows how these qualifiers are related to broad-overarching themes, specific student objectives, and modalities of assessment.

Broad-Overarching Themes	Specific Objectives	Modalities of Assessment	Mechanics/ Qualifiers
Demonstrate broad competence in the field of OT	1, 3, 4, 5	Hebrew Language Exam Field Competency Exams	Q1 Q2
Prepared to write a dissertation	1, 3, 4, 5, 6	Dissertation Lit Review Exams Assigned Essays TBD	Q3 Q4 Q5 Q6

New Testament Studies

Advanced Standing Qualification

The Faculty of the NT Area have identified the following four competencies relative to qualifying for advanced standing and dissertation.

1. Explain major past and significant current scholarly trends and schools of thought.
2. Demonstrate competency in the professional activities of academic scholarship.
3. Describe and locate a topic or an argument within current scholarship.
6. Explain and defend a clear, compelling, and evidence-based argument.

Students will advance to the dissertation after satisfying the following five qualifiers. All qualifiers should be completed by the end of Year 3, but extension could be granted by the permission of the area.

Q1: Four seminar papers + 2,000-word reflection about a student's written work: How have these papers demonstrated the student's competence in the field and what are the gaps s/he has to fill?

Q2 & 3: Each student, in consultation with the area, will choose two of the following:

1. A paper presented at a national or regional conference + 750-1,000-word reflection about this experience.
2. An article accepted for publication by an academic journal + 750-1,000-word reflection about this experience.
3. A syllabus for an undergraduate course other than REL 1310/1350 + 750-1,000-word reflection about this experience.
4. A 2,000-word reflective essay about the experience of serving as graduate assistant in the Department of Religion and how this experience contributed to the student's professional activity.

Q4: Dissertation proposal

Q5: Dissertation prospectus + oral defense by the end of the fall semester but not later than the end of January of the third year

The following table shows how these qualifiers are related to broad-overarching themes, specific student objectives, and modalities of assessment.

Broad-Overarching Themes	Specific Objectives	Modalities of Assessment	Mechanics/ Qualifiers
Prepared to write a dissertation	1, 3, 6 1, 3, 6	Essay Essay	Q4 Q5
Demonstrate broad competence in the field of NT	1, 3, 6	Essays & reflection	Q1
Show competency in the professional activities	2 2	Conference paper/Journal article/Syllabus/Reflection/ Reflective Essay	Q2 Q3

Historical Studies

Advanced Standing Qualification

The Faculty of the HCWC Area have identified the following four competencies relative to qualifying for advanced standing and dissertation.

3. Describe and locate a topic or an argument within current scholarship.
4. Accurately describe the social, political, religious, etc., context of an assigned topic.
5. Analyze, evaluate, and synthesize evidence.
6. Explain and defend a clear, compelling, and evidence-based argument.

Students will advance to the dissertation after satisfying the following five qualifiers. All qualifiers should be completed by the end of the fall semester in Year 3, but extension could be granted by the permission of the area.

Major Area Qualifiers:

The student will choose, in consultation with the area faculty, one of the following options:

Q1: 2 seminar papers + 2,000-word reflection about a student's written work: How have these papers demonstrated the student's competence in the field and what are the gaps s/he must fill?

Or

1 seminar paper, revised and then presented at a national conference + 1000-word reflection on the process of moving a seminar paper to a conference presentation, to a journal article (if possible). Ideally, the paper would also be submitted for publication, but that is not required.

Q2: 2,500 – 3000-word literature review that critically engages the historiography surrounding the dissertation topic. The literature review must discuss classic approaches and more recent trends.

Minor Area Qualifier:

Q3: The student will choose, in consultation with the area faculty, one of the following options:

1. A paper presented at a national or regional conference that focuses on the minor field + 750-1,000-word reflection about this experience
2. A syllabus for an undergraduate course in the minor field that includes at least one assessment artifact and a discussion of the assessment artifact + 750-1,000-word reflection about this experience

Or

3. A traditional exam to be discussed between the student and the minor-area faculty.

Dissertation Qualifiers:

Q4: Dissertation proposal

Q5: Dissertation prospectus + oral defense by the end of the of year three.

The following table shows how these qualifiers are related to broad-overarching themes, specific student objectives, and modalities of assessment.

Broad-Overarching Themes	Specific Objectives	Modalities of Assessment	Mechanics/ Qualifiers
Prepared to write a dissertation	3, 4, 5, 6	Essay Literature Review Proposal Prospectus	Q1 Q2 Q4 Q5
Demonstrate broad competence in the field of HCWC	3, 4, 5, 6	Essays Presentation Syllabus Literature Review	Q1 Q2 Q3
Show competency in the professional activities	5 & 6	Conference paper/Syllabus/Reflection/ Reflective Essay	Q1 Q2 Q3

Theological Studies **Advanced Standing Qualification**

The Faculty of the Theology and Ethics Area have identified the following six competencies relative to qualifying for advanced standing and dissertation.

1. Explain major past and significant current scholarly trends and schools of thought.
2. Demonstrate competency in the professional activities of academic scholarship.
3. Describe and locate a topic or an argument within current scholarship.
4. Accurately describe the social, political, religious, etc., context of an assigned topic.
5. Analyze, evaluate, and synthesize evidence.
6. Explain and defend a clear, compelling, and evidence-based argument.

Students will advance to the dissertation after satisfying the following five qualifiers. All qualifiers should be completed by the end of Year 3, but extension could be granted by the permission of the area.

Q1: Doctrinal Qualifier: In conversation with the area faculty, each student will identify one doctrine (e.g., creation, atonement, Christology, eschatology) and complete a qualification artifact for that era. Possible qualifiers include:

A. One article submitted for publication, including cover letter, and one book review

In consultation with area faculty, candidates can also get permission instead to submit:

B. Grant proposal drafted and a suite of three book reviews

C. A suite of three public-facing pieces of theological scholarship and book review

Q2: Thematic/Person(s) Qualifier: In conversation with area faculty, each student will identify a theological theme or person(s) (e.g., political economy, disability theology, liberation theology, feminist theology; or Dietrich Bonhoeffer, Julian of Norwich, Søren Kierkegaard; or a small grouping of people with a shared theological project or identity) and complete a qualification artifact for that area. Possible qualifiers include:

A. One article submitted for publication, including cover letter, and one book review

In consultation with area faculty, candidates can also get permission instead to submit:

B. Grant proposal drafted and a suite of three book reviews

C. A suite of three public-facing pieces of theological scholarship and book review

Q3: 2,500 – 3000-word literature review that critically engages the scholarship surrounding the dissertation topic. The literature review must discuss classic approaches and more recent trends.

Q4: Dissertation proposal

Q5: Dissertation prospectus + oral defense

The following table shows how these qualifiers are related to broad-overarching themes, specific student objectives, and modalities of assessment.

Broad-Overarching Themes	Specific Objectives	Modalities of Assessment	Mechanics/ Qualifiers
Prepared to write a dissertation	1, 3, 4, 5, 6	Artifacts	Q1 Q2 Q3 Q4 Q5
Demonstrate broad competence in the field of TE	1, 3, 4, 5, 6	Artifacts	Q1 Q2 Q3
Show competency in the professional activities	2, 3, 4	Artifacts	Q1 Q2

Steps toward Advanced Standing Qualification

In order that your progress toward the completion of the residence phase of your doctoral program may be as rapid and efficient as possible, your performance will be formally reviewed after your first year in the program (“the first-year review”) and again in the spring of your second year in the program (“the second-year review”). These reviews will be comprehensive in nature, and your work will undergo careful scrutiny by the graduate faculty in your field of concentration. A report will be provided to your graduate advisor, who will have a conference with you in order to highlight your strengths, raise concerns if they arise, provide constructive feedback of your performance in light of professional expectations, and offer a formal recommendation for continuation in the program.

Performance in several areas will be examined:

1. Grade performance. (You should bear in mind that the passing of individual courses with minimal grades does not guarantee further advancement toward the doctoral degree. Consistently marginal grade performance may be sufficient reason for terminating a program.)
2. Writing skills.
3. Verbal and organizational skills for effective performance in classroom.
4. Effective and diligent performance of academic responsibilities in graduate assistant or classroom teaching assignments.

Based on the first-year review, one of three advisories will be issued by the graduate faculty in the student's area of concentration and communicated to the Graduate Program Director:

1. The student should continue as she/he has been doing.
2. The faculty have suggested area(s) where the student has significant deficiency and should develop a plan for improvement.
3. The area faculty recommends we move toward ending the student's relationship with the program.

Based on the second-year review, one of three advisories will be issued to the student by the graduate faculty in the student's area of concentration and communicated to the Graduate Program Director:

1. "It is recommended that the qualifiers for advanced standing be completed."
2. "It is recommended that the qualifiers for advanced standing not be completed." This recommendation will be given when the faculty feels that a student, although having completed individual courses with acceptable grades, has not demonstrated promise of success in teaching or in other areas of academic achievement. Such a recommendation does not foreclose proceeding toward qualification for advanced standing but alerts the student to the faculty's judgment that prospects for completing the doctorate are not great. If you opt not to pursue the doctorate further, you are free to complete a master's degree by the writing of an acceptable thesis.
3. "Authorization to complete the qualifiers for advanced standing is withheld." In the case of marginal performance which has persisted throughout a student's residence period, even though you have received minimally acceptable grades, permission to complete qualifiers for advanced standing may be denied and doctoral status terminated. Such a student may complete a master's degree in the manner prescribed above.

The Process for Advanced Standing Qualification

1. In the Religion Department, qualification for advanced standing functions in lieu of preliminary examination required by the Graduate School.
2. The dissertation mentor oversees the process for advanced standing qualification by arranging, collecting, and distributing the qualifiers to the remaining area members for approval.
3. In each area, an oral defense of the dissertation prospectus is the last qualifier for advanced standing. Before the oral defense can be granted, all other qualifiers required by the area of concentration must be completed.
4. After the prospectus defense, the dissertation mentor will submit to the Graduate Studies Office two documents:
 - (1) **Prospectus Approval Form** signed by all members of the Prospectus Approval Committee (PAC), and
 - (2) **Results of Advanced Standing Qualification**, indicating that all area's qualifiers for advanced standing have been successfully completed.
5. Upon the receipt of these two documents, the Academic and Student Support Associate in the Graduate Studies office will submit the report of the results of preliminary exam to the Graduate School, which serves as a report of the results of advanced standing qualification in the Department of Religion. For reporting purposes, the dissertation mentor will be listed as the chair of the committee and the remaining area members as examiners.

Topic Proposal, Prospectus, and Dissertation/Thesis

August 17, 2005; July 2011; July 2012; July 2013; November 2014; May 2017; April 2022; August 2022

While the final section of this guide will provide the detailed guide to Graduate School dissertation policies and formatting standards, this section provides a brief summary of the process of submitting a dissertation proposal, a prospectus, and finally the dissertation itself within the Religion Department. These policies and procedures are subject to change, so verify you have access to the current version on the Graduate School website: <http://www.baylor.edu/graduate/>.

I. Dissertation Topic Approval Process

- A. Preparation of the dissertation topic proposal is one of the qualifiers for advanced standing in all four fields of concentration (Old Testament Studies, New Testament Studies, Historical Studies, and Theological Studies).
- B. Area Approval: The dissertation topic proposal will be a maximum of 500 words in length and should be written in consultation with the suggested mentor of the dissertation. After the professor approves the topic proposal, he or she should distribute it to the area faculty for approval. When the area faculty approve the topic proposal, the dissertation mentor should send it to the Academic and Student Support Associate and the Graduate Program Director, who will present it to the Graduate Administrative Committee for approval.
- C. The dissertation proposal should include three items at the top of the page: the student's name, the subject of the dissertation proposal in the form of a working title, and the name of the dissertation mentor who has agreed to supervise the project. The mentor must be a member of the faculty of the Graduate Program in Religion. The mentor must have demonstrated competence in the dissertation area to serve as its director. "Demonstrated competence" is understood to mean that the faculty mentor has an active publication record in the subject area.
- D. The dissertation topic proposal must be vetted by the area faculty, and the student will need to make the necessary changes required by the area faculty. Once completed, the mentor will send the final topic proposal (in electronic format) to the Religion Graduate Studies Office.
- E. The Graduate Administrative Committee Approval: The Graduate Program Director will forward the area-approved proposal to the Graduate Administrative Committee to poll the Committee's response via email. The Committee will review the information and then either approve it or provide the suggested written recommendations for improving the proposal. A revised proposal should be resubmitted to the Graduate Studies Office for approval by the Graduate Administrative Committee. After the committee approves the dissertation proposal, the Academic Student Support Associate will inform the student and the mentor that approval has been granted for the student to move to the next stage, the dissertation prospectus.

II. Dissertation Prospectus Description

- A. Format and Content: The prospectus commonly includes:
 1. A clear statement of the purpose of the research project and a statement of the significance of the thesis proposed.
 2. An articulation of the methodology to be used in the study.
 3. Evidence, in the form of a literature review, that the topic has not been previously examined and fills a need in the discipline.
 4. A detailed outline and a narrative of the logic connecting the chapters of the thesis/dissertation idea.

5. Supporting bibliography with emphasis on primary sources.
- B. Length: The text of the prospectus should be a *maximum of 10 typed*, double-spaced pages, and the bibliography a maximum of 12 pages. The prospectus should be formatted according to the standards of a dissertation.
- C. Style: The latest edition of Turabian is the Department's approved style guide for Historical Studies and Theological Studies area students. Biblical area students will use the latest edition of the *SBL Handbook of Style*. Use of inclusive language is strongly encouraged when referring to human beings.
- D. Resources:
 1. Dissertation abstracts, electronic databases, and published books and articles should be consulted to assure that the proposed idea has not already been researched.
 2. Copies of successful proposals are available for reference in the Graduate Studies Office, Department of Religion.
 3. Candidates should acquire the Guidelines for Preparing the Dissertation and Thesis and other necessary materials. The most recent edition of Guidelines is available on the Baylor homepage <https://www.baylor.edu/graduate/index.php?id=959239>.

III. Dissertation Prospectus Approval Process

- A. The student should prepare the prospectus with the advice and consent of the assigned mentor. Several revisions may be required.
- B. Before the prospectus is approved, the student, in consultation with the mentor, should select second and third readers of the dissertation committee and secure their verbal approval to serve on the committee. Additionally, if an external to Baylor reader is expected, permission needs to be granted as well. Please contact the Graduate Studies Office of the Religion Department for details. The dissertation mentor will chair the dissertation/thesis committee and the prospectus committee. The second reader is chosen from within the Department of Religion and normally from within the student's concentration but can be negotiated when warranted by the project's content so long as the second reader is a member of the Religion Graduate Faculty. The third reader is chosen from outside the Department of Religion. Third readers must have graduate faculty status in another department. External to Baylor faculty may serve on the dissertation committee upon approval of the area faculty and Graduate Program Director. If an external to Baylor member is on the committee, the dissertation committee consists of four members: the dissertation mentor (the chairperson of the committee), one graduate faculty from the Religion Department (second reader), one graduate faculty outside the Religion Department (third reader), and an external to Baylor faculty (fourth reader). Additional people may serve on the dissertation committee, but these minimums must be met to comply with Graduate School and departmental expectations.
- C. An oral defense of the dissertation prospectus must take place as part of the approval process. The student will arrange a date and time for an oral defense of the prospectus and notify the Academic and Student Support Associate in the Graduate Studies Office of that date to make sure a room can be reserved. The dissertation advisor will provide written confirmation (e.g., an email) that prospectus is ready for defense. A Prospectus Approval Committee (PAC) will authorize the approval of the prospectus. The PAC is made up of four people: the three members of the dissertation committee plus a graduate faculty member from the Religion Department outside the area for the prospectus defense. The fourth member of the PAC is chosen by the dissertation mentor and the student and can be any Religion graduate faculty from the other three areas. For dissertation committees that have an external to Baylor member, the PAC is made up of five people: the four dissertation committee members plus the selected graduate faculty member from the Religion Department outside the area for the prospectus defense. Once the student has notified the Academic and Student Support Associate of the defense date and time, the Associate will contact the prospectus mentor to confirm the prospectus is

ready for defense.

- D. The **student** will send the PAC members and the Graduate Studies Office an electronic copy of the prospectus **at least two weeks in advance of the oral defense**. The student bears responsibility for supplying a hard copy to those who wish to receive one and should contact the committee members once the mentor has sent out the prospectus in digital format. The Department will absorb the cost of any hard copies needed.
- E. The PAC will engage in a formal conversation (or oral defense) with the student regarding the prospectus and following that conversation will vote on one of four options: (1) approve the prospectus, (2) approve pending revisions, (3) revise and resubmit, or (4) fail. Deliberations over the worthiness of the prospectus should adhere to the criteria stated below. This conversation will generally last no more than 1 hour.
 - 1. The prospectus provides a thoughtful description of the problem to be addressed or the need for the work (including literature review).
 - 2. The subject matter shows potential to make a genuine contribution to a topic significant enough to warrant the study.
 - 3. The document exhibits a clear thesis statement and working hypothesis along with enough supporting logic to warrant proceeding on the project.
 - 4. The author provides a narrative description of the logic connecting the chapters, including content and sequence (the so-called narrative arc of the dissertation).
 - 5. The author provides a three-level outline (roughly one page in length) within the prospectus.
 - 6. The scope of the project is manageable as a single monograph length work (approximately 250 pages).
 - 7. The skills of the student are adequate for the task (especially important for original language research expectations, but exposure to methods in other disciplines may also be a factor).
 - 8. The work demonstrates relevance and originality.
 - 9. Access to library resources should be adequate to support the project (including our holdings, ILL, special collections off site that the student will visit, etc.).
- F. The PAC must approve their recommendation unanimously. If revisions are required after the oral defense, those revisions must be circulated for final approval by the PAC (normally within ten business days), but a second oral defense is not required. If the prospectus receives a “revise and resubmit” verdict, a new defense is required, though the makeup of the PAC may be reevaluated at that point if the area of research shifts. The failure option would be reserved for egregious problems (e.g., plagiarism).
- G. The student will be responsible for notifying the Graduate Studies office of the date and time for the defense, and the dissertation mentor will provide written confirmation (e.g., an email) that the prospectus is ready for defense. The dissertation mentor will be responsible for obtaining the signatures of the committee members at the time of or subsequent to the oral defense of the prospectus. The Graduate Studies office will supply the dissertation mentor with the signature form prior to the defense.
- H. The Graduate Studies office will notify the student of the outcome and maintain a copy of the oral defense form.

IV. Admission to Candidacy

A student is recognized as a candidate for a doctoral degree only after he or she has met the foreign language requirement, completed the required coursework, passed all qualifiers for advanced standing, and secured dissertation prospectus approval by the PAC. At this point the student can be classified as ABD (“all but dissertation”). The Graduate Studies Office will complete and file with the Graduate School the Admission to Candidacy Form.

V. End Stages

- A. Filing for graduation: Students must file for graduation with the Graduate School the **first** week of classes during the semester in which they plan to graduate.
- B. Doctoral Oral Examination/Dissertation Defense:
1. The dissertation mentor is considered the chairperson of the Doctoral/Thesis Oral Examination Committee.
 2. No less than two weeks before the oral examination, the candidate will submit the penultimate copy of the dissertation/thesis to the chairperson of the Doctoral/Thesis Oral Examination Committee.
 3. At **least** two weeks prior to the oral examination, the candidate must meet with Becca Cassady of the Graduate School. The candidate must take a formatted copy of his/her dissertation to her for review and guidance.
 4. In consultation with the dissertation mentor and the student, the Graduate Program Director will choose one graduate faculty member from the Religion Department who can serve as the fourth reader and attend the Doctoral Oral Examination. If an external to Baylor member is on the dissertation committee so that it has four members, the Graduate Program Director will choose one graduate faculty from the Religion Department who will serve as the fifth reader and attend the Doctoral Oral Examination. In most cases, the fourth/fifth reader for the Doctoral Oral Examination is from the student's area of concentration, but this is not a requirement.
 5. At the time the penultimate copy of the dissertation is approved by the three-member Dissertation Committee, the student will arrange with his/her committee members and the fourth reader to schedule a time for the Oral Examination. The preferred date and time must be submitted to the Religion Graduate Studies office **no less than 4 weeks prior to the desired date and time**. Students are responsible for consulting the Graduate School's calendar for dissertation defense deadlines each semester.
 6. When the oral defense is scheduled, the department will pay to have spiral bound copies made for each of the five members of the examining committee. **Check with the Academic and Student Support Associate in the Graduate Studies office for the procedure.**
 7. After the Doctoral Oral Examination, the student should complete the following procedures:
 - a. The student has **10 working days** to complete changes to the dissertation recommended by the Doctoral Examining Committee.
 - b. The final copy is printed on standard paper and submitted to the mentor for his or her approval.
 - c. The chairperson signs the Approval of Final Thesis/Dissertation Copy Form, and the student then takes it to the Graduate School, Office of the Associate Dean, along with the final copy of the dissertation.
 - d. From this point forward, the student is to follow the instructions of the Associate Dean's Office to complete the requirements for graduation.
 8. **As a requirement for graduation, you must provide the Religion Department with two bound copies of your dissertation.** A copy will be given to your mentor, and one will be archived in the department. At the time you submit your approved and final copy electronically to BearDocs, you should place an order for two bound copies. **Once you have submitted proof of the order and shipping to the Religion Department (by way of a**

receipt or confirmation email) and to the Graduate Studies office, the necessary paperwork for you to graduate will be released. Several options for binding are listed below. These are only options; you may make arrangements for binding however you wish. Neither Baylor University, nor the Graduate School, nor the Religion Department officially endorse either of these companies.

Thesis On Demand: online ordering for around \$35-\$65, depending on number of pages, color pages, etc., plus shipping cost.

Houchen Bindery: online ordering; currently \$55 + tax and shipping

Regardless of where you choose to have your dissertation copies bound, they should be printed on 8 1/2 x 11 white paper (typically 60#), single-side or two-sided printing, dark green binding, and gold lettering. The title, author's last name, degree, and year, should appear on the spine. The title and author's full name should be printed on the front cover.

- C. Required Notification: The Graduate Studies Office will complete and furnish to the Graduate School the Oral Examination Form (scheduling form), Change of Grade Form, and Record of Oral Examination.

Helpful Selections from the Graduate Catalog

This section has been taken directly from the Graduate School catalog. Some Graduate School stipulations may be superseded by Religion Department guidelines. The catalog covers many of the topics discussed above, and it serves as the final word on Baylor's official policies. To download the catalog in its entirety, visit: <https://catalog.baylor.edu/graduate-school/>.

DOCTORAL DEGREES

GENERAL DEGREE REQUIREMENTS

The following general requirements apply to all doctoral programs administered by the Graduate School.

Transfer Credit

The majority of all course work toward completion of any degree must be taken at Baylor. For doctoral degrees, the accepted number of transfer credits will be determined by the individual academic departments within the following general guidelines:

- course work must be from an accredited university and appear on a graduate transcript, and
- course work must have been taken within five years immediately prior to matriculation, and
- course work must carry a grade of "B" or better (cannot accept P/F, CR/NC or certificates of completion), and
- none of the transfer course work consists of extension, workshop courses, or master's thesis or doctoral dissertation credits, and
- may not use courses to satisfy requirements toward more than one degree at Baylor unless the two degrees are part of a joint degree program.

Time Limitation

The maximum time limit for the doctoral degree is eight years from the time the student first matriculates into the doctoral program. After this time the student may request a one-year extension. Once a student's time limit expires, any incompletes with the exception of dissertation or thesis hours will change to an "F". Any student

wishing to return to complete their degree after a one year absence, must reapply for admission to Graduate School. If admitted the student would enter under the current catalog and the appropriate course work for degree completion may be revalidated or not, according to the policy of the individual program in consultation with the Graduate School. Coursework where incompletes have been changed to an “F” may not count in the new program.

Graduation Eligibility

To qualify for a doctoral degree, students must have a minimum overall grade point average of 3.0 and must have satisfied all course work, practica, dissertation, or other academic/professional efforts associated with the degree sought. No member of the Baylor University faculty above the rank of Lecturer may be admitted to candidacy for a graduate degree at the University. Candidates are not allowed to continue in the doctoral program after ten years has elapsed from the semester of enrollment. Students may not use a course to meet more than one degree requirement or count toward two master’s degrees unless the two degrees are part of a joint degree program.

Filing for Graduation

Students file for graduation within BearWeb at the beginning of the semester in which the degree is expected to be conferred. Students pursuing a joint degree program must file for graduation in both programs or schools. If a Ph.D. student seeks to receive a Master’s degree on the way, the student should contact the Assistant Director of Student Records, Alana Schaeper, at Alana_Schaeper@baylor.edu.

Processing of diplomas takes four to eight weeks. The degree is conferred at the first commencement ceremony following program completion. Ceremonies are held in August, December, and May (see Academic Calendar in this catalog).

Dissertation Examining Committee Composition

The dissertation examining committee will include a minimum of four members. At least two members, including the chairperson, will be Baylor Graduate Faculty from the degree-granting program. At least one member must be a member of Baylor’s Graduate Faculty whose primary appointment is from a program other than the one conferring the degree. This non-program member helps to ensure a consistent level of quality, rigor, and fairness across all graduate programs at Baylor University. The committee may also include one member from outside of Baylor with approval of the candidate’s Graduate Program Director. Non-Baylor committee members are not eligible to serve as the dissertation chairperson. The Graduate Program Director is responsible for ensuring the relevant expertise of the non-Baylor committee member and notifying the Graduate School through the Announcement of Doctoral Oral Examination form. The candidate’s dissertation mentor will serve as the chairperson of the committee and ensure that formal announcement of the examination is made, that the exam is conducted fairly, and that it is open to the faculty. The committee may include additional members beyond the required minimum of four. Preferably, the student and the examiners will be present in person, but in certain cases (e.g., online degree programs, extenuating circumstances, etc.) this may not be logistically possible. A Graduate Program Director may approve alternative formats for examination, including virtual, video-conferenced participation of one or more examiner(s). Such approval needs to be accompanied with justification to the Graduate School.

SPECIFIC DEGREE REQUIREMENTS

Doctor of Philosophy

The degree of Doctor of Philosophy is awarded to those who attain a high level of scholarship in a selected field, as well as the ability to conduct research.

Admission

Students not only must meet the general requirements for admission to graduate study, but also must have demonstrated in their undergraduate courses, and in all work beyond the baccalaureate level, scholarly

potential and notable intellectual ability. Admission will require the concurrence of the graduate program director and the Graduate School. A standardized appropriate measure is required and specified by all departments. Some departments specify additional skill, performance, or aptitude requirements.

Program Requirements*

Period of study. The equivalent of three academic years of full-time study beyond the bachelor's degree and the completion typically of twelve semester hours of dissertation research constitute the minimum requirements for degree completion. The majority of all course work toward completion of the Ph.D. degree must be taken at Baylor. The doctorate is not based on a number of courses or time units, but rather on the demonstrated ability to be a contributing scholar. Consequently, an individual may spend more than the minimum time earning the degree. Students may not use a course to meet more than one degree requirement.

***The Religion Graduate Program requires a minimum of 9 hours of dissertation research for the Ph.D. The Religion Department requires a Master's degree in Religion for admission (MDiv, M.A., or ThM). Two years of coursework culminate in qualification for advanced standing after which the dissertation constitutes the remainder of the requirements.**

Foreign language requirement. The prerogative of requiring a foreign language for the Ph.D. degree rests with the degree program. For those programs requiring foreign language, the requirement will consist of one or more languages approved by the degree program in consultation with the Graduate School. English may not be used as a foreign language. Intermediate proficiency in a foreign language may be demonstrated via any one of the options below:

1. Presenting an official undergraduate transcript from Baylor University or another regionally accredited institution of higher learning showing that while enrolled the student received a grade of "B" or better in the Baylor University 2320 course or its equivalent course in the foreign language taken at another institution. Note: This option is valid if the above course was taken not more than five years before the student matriculates into the Baylor graduate program.
2. After matriculation into the graduate program at Baylor University, and after having satisfied the necessary prerequisites, enrolling in 2320 and receiving a grade of "B" or better.
3. Enrolling in French, German, or Spanish 5370/5371, or Latin or Greek 5321/5322 and receiving a grade of "B" or better in French, German, or Spanish 5371 or Latin or Greek 5322. These are reading courses designed specially for graduate students; no previous experience with the language is necessary. The Graduate School must receive a petition requesting the foreign language course be accepted as completion of the language requirement. **These courses may not be audited, or taken Pass/Fail or Credit/Non-Credit.**
4. Taking the reading examination offered by the Department of Modern Languages and Cultures (Arabic, Chinese, French, German, Italian, Japanese, Spanish, Portuguese, Russian, or another modern language approved by the candidate's department), Department of Classics (Greek and Latin), or the Institute of Biblical and Related Languages (Hebrew and related Semitic Languages).
5. Presenting a degree from a foreign university. This procedure is valid if the student's native language is not that of the country in which the degree has been obtained.

The language requirement must be met before the form for application for admission to candidacy for the doctoral degree is filed. The student is responsible for securing proof of having satisfied the language requirement. Deadlines for meeting the language requirement may be found on the Graduate School website (www.baylor.edu/graduate) and additional information regarding foreign language test preparation can be found on the Modern Languages and Cultures website (www.baylor.edu/MLC).

Major and Minor*

A student's major field of study is determined by the program to which a student is admitted. At the option of the department, students may be required to select one or two minor fields in a department(s) other than the major. Should the department not require a minor, the student may declare a minor with the consent of the

departments involved.

***In the Religion Department, majors (concentrations) are declared as part of the admissions process.**

Departmental Supervision

Graduate Program Directors are entrusted with the responsibility for the initial supervision for the student's program of study. A research professor or committee, with the approval of the Graduate Program Director, assumes responsibility for supervising the student's academic performance until the time of the preliminary examination.

Preliminary Examination*

This examination is designed to test the student's knowledge in the discipline or field(s) of study. It is either a written examination, or a combination of written and oral parts, and is given under the direction of both the graduate program director and a committee designated by the director. Incomplete grades must be removed prior to the preliminary examination. If the student does not pass the preliminary examination, a second one may be given no sooner than four months after the first examination. After two failures, no further examination is permitted.

***In the Religion Department, qualification for advanced standing functions in lieu of preliminary examination.**

Admission to Candidacy

Students are recognized as candidates for a doctoral degree only after they have met the foreign language requirement (if required), passed the preliminary examination(s), completed all departmental requirements (except the dissertation), and received approval by the Graduate School of their formal application for admission to candidacy. An application for admission to candidacy form must be filed with the Graduate School upon successful completion of the above requirements, and prior to a student registering for dissertation hours.

Dissertation Supervision*

This committee is appointed by the major department typically no later than the student's third semester of graduate study. The committee is entrusted with the responsibility of general supervision of the student's program of study, research, and dissertation. The committee will consist of three Graduate Faculty members: the chairperson who mentors the research and dissertation, and at least two others.

***In the Religion Department, a dissertation mentor is registered for each student at the end of Year 2 in the doctoral program. Before the dissertation prospectus is approved, the student, in consultation with the mentor, selects second and third readers and secures their verbal approval to serve on the dissertation committee. In some cases, an external to Baylor reader could be requested to serve as a fourth member of the dissertation committee.**

Dissertation

Candidates for the Doctor of Philosophy degree must present an acceptable dissertation on a problem in the field of their major subject. The dissertation must give evidence that the candidate has pursued a program of research, the results of which reveal scholarly competence and a significant contribution to knowledge.

Candidates should acquire the *Guidelines for Preparing the Dissertation and Thesis* and other necessary materials at the beginning of the semester in which graduation is expected. The most recent edition of Guidelines is available on the Baylor homepage (www.baylor.edu/graduate/degree). Additional degree completion instructions are provided to students when they file for graduation. The Guidelines contain the directions for the procedure to complete the dissertation, an explanation of forms necessary, the semester calendar, and an explanation of fees associated with the process.

Final Examination*

This oral examination is conducted by an examining body appointed by the Graduate School upon the recommendation of the graduate program director only after all courses, research, and dissertation

requirements have been fulfilled. The dissertation research committee is an integral part of the examining committee.

The dissertation examining committee will include a minimum of four members. At least two members, including the chairperson, will be Baylor Graduate Faculty from the degree-granting program. At least one member must be a member of Baylor's Graduate Faculty whose primary appointment is from a program other than the one conferring the degree. This non-program member helps to ensure a consistent level of quality, rigor, and fairness across all graduate programs at Baylor University. The committee may also include one member from outside of Baylor with approval of the candidate's Graduate Program Director. Non-Baylor committee members are not eligible to serve as the dissertation chairperson. The Graduate Program Director is responsible for ensuring the relevant expertise of the non-Baylor committee member and notifying the Graduate School through the Announcement of Doctoral Oral Examination form. The candidate's dissertation director will serve as the chairperson of the committee and ensure that formal announcement of the examination is made, that the exam is conducted fairly, and that it is open to the faculty. The committee may include additional members beyond the required minimum of four. Preferably, the student and the examiners will be present in person, but in certain cases (e.g., online degree programs, extenuating circumstances, etc.) this may not be logistically possible. A Graduate Program Director may approve alternative formats for examination, including virtual, video-conferenced participation of one or more examiner(s). Such approval needs to be accompanied with justification to the Graduate School.

Candidates who fail this examination may take a second one only upon the recommendation of the graduate program director and the approval of the Graduate School. In no case will this examination be given until an interval of at least four months has elapsed. After two failures, no further examination is permitted.

No longer than ten days after the oral examination, but no later than the "last day" deadline posted in the Graduate School *Academic Calendar* for the semester of graduation, an electronic pdf copy of the dissertation in its final departmentally approved form should be submitted to the Graduate School. With the dissertation copy, the student should also submit the appropriate forms required, as stated in the Guidelines. A student is certified for graduation once the pdf copy of the dissertation is submitted electronically and approved, and all remaining steps, as stated in the *Guidelines*, have been completed.

***In the Religion Department, the dissertation committee has three members. If a non-Baylor member serves on the committee, the dissertation committee has four members. The fourth/fifth reader for the Doctoral Oral Examination is a member of the Religion Department graduate faculty.**

Student Support & Resources

Baylor University offers students a variety of support services for overall wellbeing, including counseling and dietitian services. For students who have paid their student fees, all clinical services are free of charge. Please visit the following website for further information: http://www.baylor.edu/counseling_center/.